CITY OF CHARLEVOIX

Agenda
City of Charlevoix Downtown Development Authority and Main Street Meeting
Monday, June 27, 2022 - 5:30 PM
Council Chambers, City Hall

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1. **Call to Order**
2. **Pledge of Allegiance**
3. **Roll Call**
4. **Inquiry Regarding Conflicts of Interest**
5. **Consent Agenda**
   A. Approve Minutes for May 23, 2022 Regular Meeting
   B. Accreditation - Self Assessment
   C. National Main Street Trademark Sublicense Agreement
   D. Financial Report
6. **Reports**
7. **Old Business**
   A. TIF Plan Renewal
      Mark Heydlauff, City Manager
   B. Big Belly Information
      Mark Heydlauff, City Manager
8. **New Business**
9. **Public Comment**
10. **Request for Future Agenda Items**
11. **Board Comments**
12. **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 Downtown Development Authority and Main Street

Consent Agenda

Title: Approve Minutes for May 23, 2022 Regular Meeting
Date: June 27, 2022

Presented By:

Background:

Recommendation:
Motion to approve the minutes of the May 23, 2022 Regular Meeting as presented.

Attachments:
1. 05.23.2022 DDA DRAFT

City of Charlevoix
Downtown Development Authority and Main Street Meeting minutes
Monday, May 23, 2022 - 5:30 PM
Council Chambers, City Hall

1. **Call to Order**

2. **Pledge of Allegiance**

3. **Roll Call**

Chair:	Maureen Owens
Members Present:	Sean Bradley, Kirby Dipert, Anne Oosthuizen, Paul Silva, Ron Way
Members Absent:	Sam Bingham, Luther Kurtz
City Staff:	Lindsey Dotson, Executive Director

4. **Inquiry Regarding Conflicts of Interest**

5. **Consent Agenda**

Director Dotson stated that they needed to pass around the Closed Session minutes for everyone to view to be a part of the Consent Agenda approval. Member Dipert stated that in the Closed Session minutes it referred to them as Council rather than the DDA Board.

Motion by Member Bradley, second by Member Dipert to amend the agenda to include the Closed Session minutes from April 25, 2022 as Item C of the Consent Agenda. **Motion carried by unanimous voice vote.**

Motion by Member Bradley, second by Member Silva to approve the Consent Agenda as amended. **Motion carried by unanimous voice vote.**

A. Minutes

- Regular Meeting Minutes April 25, 2022
- Work Session Meeting Minutes May 4, 2022

B. Monthly Report

The Main Street Progress Report was submitted to the MEDC for April of 2022.

C. Closed Session Meeting Minutes April 25, 2022

6. **Reports**

A. Director's Report

DRAFT

Lindsey Dotson, Main Street DDA Director

Director Dotson stated she had not heard back from anyone interested in attending the Michigan Downtown Association workshop on June 3, 2022 and she still has tickets available. Director Dotson stated Thursday, May 26, 2022, there will be the third Sustainable Built Environment Initiative meeting for Bridge Street with focused conversation at the Library at 5:30 p.m.

7. Old Business

A. Election of Officers

Lindsey Dotson, Main Street DDA Director

Motion by Member Dipert, second by Member Silva to nominate Maureen Owens for Chair for a one-year term ending in April of 2023. **Motion carried by unanimous voice vote.** Motion by Chair Owens, second by Member Way to nominate Kirby Dipert for Vice Chair for a one-year term ending in April of 2023. **Motion carried by unanimous voice vote.**

Chair Owens stated the Executive Committee consisted of herself, Mayor Kurtz, Member Dipert and they needed one more member and Member Way agreed to continue to serve on the Committee, the board concurred.

B. Charlevoix DDA Board Goals Recap

Lindsey Dotson, Main Street DDA Director

Chair Owens stated in reference to the City packet that was included about the alley corridor (Mason to Clinton Street design) that it would be a great opportunity for the DDA to look at the alley from Hoop Skirt Alley to Clinton to possibly add public restrooms at the parking lot location near the dumpster. Chair Owens requested Director Dotson to create a cost proposal for adding restrooms to that location, board concurred.

Motion by Member Dreyer, second by Member Silva to adopt DDA goals and programming as presented and review progress quarterly. **Motion carried by unanimous voice vote.**

8. New Business

A. Accreditation - Self Assessment

Lindsey Dotson, Main Street DDA Director

Director Dotson stated she conducted a self assessment of the DDA for the Main Street accreditation. She stated the Main Street America Community Evaluation process was not due until the end of August, but she wanted to get started on the process before summer. Chair Owens suggested that the Board members take time to review the scores and discuss them at the June meeting.

9. Public Comment

10. Request for Future Agenda Items

11. Board Comments

DRAFT

12. Adjourn

The meeting was adjourned at 6:00 p.m.

_____ _____

Sarah J. Dvoracek/fgm City Clerk Maureen Owens Chair

CHARLEVOIX MAIN STREET MISSION

The mission of the Charlevoix Main Street program is to strengthen the year-round economic vitality of our vibrant historic business district through community efforts, events, and public/private partnerships while fostering a sense of community pride and ownership.

DRAFT

Charlevoix Downtown Development Authority and Main Street

Consent Agenda

Title: Accreditation - Self Assessment

Date: June 27, 2022

Presented By:

Background:

Becoming a designated Main Street America program is a mark of distinction that reflects a commitment and dedicated efforts to building, growing, and sustaining successful district revitalization. The MSA Community Evaluation process is a very important opportunity for local Main Street programs to review the progress made towards building a comprehensive revitalization program.

This item was included in your last packet. Minor edits were made by the Design Committee. Unless there is additional feedback from the board, the Executive Director will submit it.

Recommendation:

Motion to approve the accreditation self-assessment as presented and authorize the Executive Director to submit it.

Attachments:

1. Community Self-Assessment Tool
2. Instructions for Communities

THE MAIN STREET AMERICA EVALUATION FRAMEWORK

COMMUNITY SELF-ASSESSMENT TOOL - *Version 1.0 - January 2022*

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MAIN STREET AMERICA®

COMMUNITY SELF-ASSESSMENT TOOL

3

For over 40 years, Main Street programs across the country have used the Main Street Approach™ to support revitalization and catalyze positive transformation of their downtowns and neighborhood commercial corridors. Through grassroots leadership, partnership building, community engagement, and a commitment to holistic preservation-based economic development, thousands of Accredited and Affiliate Main Street programs have created lasting impact for their local economies and communities as a whole.

AN EMPOWERING MODEL FOR REVITALIZATION

The new Main Street America Evaluation Framework, developed by Main Street America (MSA) in close partnership with Main Street Coordinating Programs, outlines what it means to be a highly successful Main Street program and sets a path for growth and development for newer programs. Depending on achievement, score, and maturity, programs will either be designated as Affiliate or Accredited.

Annual program assessments are an important opportunity for local Main Street leaders, volunteers, partners, and Coordinating Programs to come together to reflect on the progress of a program's efforts and identify opportunities to build and grow.

The following Self-Assessment has been developed as a tool to help Main Street leaders recognize how their program's efforts already align with the new standards and identify areas for deeper focus and prioritization. The tool will also serve as a basis for local leaders to work with their Coordinating Program on identifying areas for capacity building, program development, and training needs. This process will also inform Main Street America on our network's strengths, greatest needs and opportunities.

We encourage you to look at this tool as a working model – one that will adapt and grow as we test it in the field before full implementation at the end of 2023. We invite you to be in close communication with Main Street America staff and your Coordinating Program to explore how these new standards and measures are working for your organization, what might be missing or unclear, and how Main Street America can support your efforts. Once you've spent time with the new standards and the self-assessment tool, **we invite you to submit feedback here.**

WHO SHOULD USE THIS TOOL

- Currently and previously Accredited programs
- Affiliate-level programs wanting to become Accredited in the future
- New communities could also consider the content of the self-assessment as a guide to establish a strong foundation for their revitalization programs with the vision of becoming Accredited or Affiliate in the future.

WHEN TO USE THIS TOOL

- Get started now! There's a lot of content to dig in to, but you also have plenty of time to familiarize yourself with these new Standards and Indicators before we move to full integration by the end of 2023.
- Understanding that communities are working hard at implementing their program's efforts, consider dedicating time at each of your board and committees' meetings to become more familiar with the new standards (we'll be providing discussion guides to help frame these conversations).

HOW GRADING WORKS

Within each Standard in the new Self-Assessment Tool, you will be able to score yourself on the indicators listed based on a scale of 1-5. Each number represents the following:

1	2	3	4	5
Not being addressed.	Minimal work but needs more effort.	Evidence of satisfactory progress.	Has achieved success within this indicator	Outstanding achievement. One that other programs could replicate.

For each indicator, we encourage communities to explore areas of strength and opportunities for growth by discussing (1) What actions and next steps can you take to strengthen your efforts? (2) How can you build upon your work or take it to the next level?

Ultimately, when these new standards are implemented, your Coordinator will review your self-assessment and provide their own score and feedback. **Communities will need to average at least three (3) points per standard to achieve accreditation.**

BASELINE REQUIREMENTS

As detailed within the tool, some indicators are required as important baseline (starting point) for a program to qualify for Accreditation. In later iterations of the standards, we expect there will be additional minimum requirements. The current requirements are:

- A Board of Directors formed by a representative base of the district stakeholders and community members, dedicated to leading the district's Main Street program.
- Communities over 5,000 in population must employ a FTE program director. Communities under 5,000 in population must employ a 20-hour minimum per week program director.
- Identified Transformation Strategy to direct the work of the program, based on community input and market understanding.
- Detailed work plans aligned with the selected Transformation Strategy that outline programming across the Main Street Four Points. Work plans include: the project, expected (measurable) outcomes, specific tasks needed to accomplish the project, assignments of those tasks showing volunteer and staff responsibilities, timelines, and budgets.
- A dedicated budget for the district's revitalization programming and the Main Street program's operations.
- Demonstrated support from municipality for the Main Street program. This can include leadership participation, funding, in-kind, and philosophical support.
- Reinvestment statistics reported as required by Coordinating program (monthly, quarterly, or annually.)
- Be a member in good standing with Main Street America and use the Main Street America logo on its webpage and/or social media as well as the coordinating program logo.

Programs that do not meet these baseline requirements are not eligible for Accreditation, though they may qualify for designation at the Affiliate status.

Please submit feedback here.

STANDARD I

BROAD-BASED COMMUNITY COMMITMENT TO REVITALIZATION

Standard One reflects that successful and sustainable revitalization efforts are not just the work of a single organization but should be the result of a community-wide effort that brings the public and private sectors together with a strong sense of ownership in their downtown or commercial district. This Standard reviews the Main Street organizations' essential role in fostering a culture of inclusion, engagement, collaboration, and commitment from all sectors of the community. Launching a program, growing it incrementally from one year to the next, and sustaining success for the long run are only possible through a diversity of strong partnerships and collaborations, continued outreach, and communication.

FOCUS AREAS

Communities engaged in the Main Street Approach understand how essential these key areas of focus are for an organization's success: **I) Partnerships and Collaborations, II) District and Community Outreach, and III) Communication and Public Relations.**

KEY INDICATORS

The following indicators provide important guidance on how Main Street programs, the public sector, district stakeholders, and the community at large can work together to develop strong partnerships and collaborations. Each indicator serves as an example of how your Main Street program is effectively meeting the Standard of building and fostering a broad community commitment to revitalization.

I. PARTNERSHIPS AND COLLABORATIONS

INDICATOR I: Main Street has developed partnerships and collaborations with local governments that demonstrate shared responsibilities for the district's revitalization and its program. Examples of how these partnerships are demonstrated include:

a. Participation in strategy development and planning.

b. Collaborations in the implementation of programming or work plans.

c. Monetary and non-monetary resources for the Main Street program.

d. Engagement of elected officials and/or staff in the Main Street program Board and committees.

e. Promoting the district revitalization and their partnership with Main Street.

Score 1 - 5: 4

INDICATOR II: Main Street has developed partnerships and collaborations with both nonprofit organizations and private sector entities that demonstrate shared responsibilities for the district's revitalization and its program. Examples of how these partnerships are demonstrated include:

a. Participation in strategy development and planning.

b. Collaborations in the implementation of programming or work plans.

c. Monetary and non-monetary resources for the Main Street program.

d. Engagement with the Main Street program Board and committees.

e. Promoting district revitalization and their partnership with Main Street.

Score 1 - 5: 5

II. COMMUNITY OUTREACH

INDICATOR I: Main Street has expanded its reach to connect and engage with all sectors of the community (businesses, property owners, workforce, other organizations, residents). Examples of how outreach efforts are demonstrated include:

a. A variety of communication tools (online and printed materials) used to reach a broad group of district stakeholders.

b. Workplans that outline how activities planned intend to reach the diverse make-up of the community.

Score 1 - 5: 5

III. COMMUNICATION AND PUBLIC RELATIONS

INDICATOR I: Main Street has maintained communication and implemented public relations that inform and educate the community and district stakeholders about the district and the Main Street program. Examples of how these efforts are demonstrated include:

a. The program's external marketing (online, printed, social media, etc.) clearly promotes the role and impact of the Main Street program.

b. Main Street's leadership and staff are actively engaged in public relations activities that educate, build awareness, and promote the Main Street program.

c. Main Street highlights positive stories about the district through a variety of media tools.

Score 1 - 5: 5

INDICATOR II: Main Street has maintained communication and implemented public relations that inform and educate the public sector or local government about the district and the Main Street program. Examples of how these efforts are demonstrated include:

a. Main Street meets with local government officials or attends council meetings to share progress and impact (at least every quarter).

b. Main Street invites participation of local government officials and staff to meetings and encourages visits to the district and programming activities.

c. Main Street promotes the impact of local government investments and participation.

Score 1 - 5: 3

INDICATOR III: Main Street has promoted the district's positive image, brand identity, and assets. Examples of how these efforts are demonstrated include:

a. A distinctive brand has been created and implemented for the district.

b. A distinctive brand has been created and implemented for the organization.

c. Social media platforms are used to promote the value of the district and the Main Street program.

d. An annual report is produced noting successes across the Four Points.

Score 1 - 5: 5

STANDARD II

INCLUSIVE LEADERSHIP AND ORGANIZATIONAL CAPACITY

Strong, thriving communities don't just happen. They need effective leaders at all levels, from a broad base of committed volunteers to dedicated professional staff offering their time, talents, and passion for this work. Standard Two reflects the value we place on PEOPLE as Main Street's greatest resource and our belief that everyone in the community has a place in Main Street. This Standard encourages Main Street programs to place a strong priority on human capital and develop a clear operational structure and practices that increase the organization's capacity to engage all sectors of the community and leverage their participation in their revitalization efforts.

FOCUS AREAS

Communities engaged in the Main Street Approach understand how essential these key areas of focus are for an organization's success: **I) Inclusive Organizational Culture and Diverse Volunteer Engagement, II) Active Board Leadership and Supporting Volunteer Base, III) Professional Staff Management, and IV) Effective Operational Structure**

KEY INDICATORS

The following indicators provide important guidelines on how Main Street programs can become proactive and effective agents for inclusive community engagement and leadership development, ensuring that the investment of time and talents is a rewarding experience. Each indicator serves as an example of how a Main Street program is effectively meeting the Standard of building and fostering broad community commitment to revitalization.

I. INCLUSIVE ORGANIZATIONAL CULTURE AND DIVERSE VOLUNTEER ENGAGEMENT

INDICATOR I: The Main Street organization has demonstrated its commitment to diverse, inclusive, and equitable district and community engagement. Examples of how these efforts are demonstrated include:

a. The organization's stated mission and core values show a commitment to engaging all sectors of the community it serves.

b. Internal and external messaging promotes that Main Street has a place for everyone in the community and that diverse engagement is welcomed and valued. Communication tools address language barriers as appropriate.

c. Work plans and programming activities address accessibility and inclusive design for all community members.

d. The organization's policies address equitable access for all district and community stakeholders in the organization's leadership structure (Board and committees) as well as in specific projects and activities.

Score 1 - 5: 4

INDICATOR II: The Main Street organization has implemented an inclusive volunteer program that demonstrates the capacity to implement approved annual work plans and programming for the district. Examples of how these efforts are demonstrated include:

a. Clearly outlined volunteer needs for approved work plans or programming activities are in place and promoted broadly.

b. A proactive effort to recruit diverse volunteers representing the entire community in a culturally competent way.

c. Active volunteer coordination throughout the year that ensures attention to thoughtful placement, rotation, and retention of new and existing volunteers within the organization.

d. Initiatives, activities, or events are taking place throughout the year to recognize and/or demonstrate appreciation for Main Street volunteers.

e. Volunteers at all levels have access to and receive appropriate orientation, trainings, and leadership development throughout the year.

Score 1 - 5: 2

INDICATOR III: The Main Street Board of Directors is formed with a diverse and balanced representation of district and community stakeholders. The following participation is recommended:

a. District business owners

b. District property owners

c. District and community residents

d. Community businesses/corporations

e. Institutions (schools, universities, foundations, nonprofits, government)

Score 1 - 5: 4

INDICATOR IV: The Main Street organization has developed a leadership base (Board, staff, committee members, and volunteers) that reflects the district and the community it serves. The leadership base should be open, inclusive, and representative of the entire community, taking into account a broad range of dimensions of diversity, including race, ethnicity, gender, education, physical and mental ability, veteran status, and income level. The program should take proactive measures to ensure under-represented groups are included as part of Main Street's leadership base.

a. Looking at the community's most recent population data, Main Street leadership base reflects a balanced level of participation of all age groups.

b. Looking at the community's most recent population data, the Main Street leadership base reflects the racial and ethnic diversity of the community,

c. Looking at the community's most recent population data, the Main Street leadership base reflects gender balance.

d. Considering the Main Street Approach, the organization's leadership base demonstrates a wide range of skills, experiences, and perspectives.

Score 1 - 5: 3

II. ACTIVE BOARD LEADERSHIP AND SUPPORTING VOLUNTEER BASE

INDICATOR I*: Board members have demonstrated active engagement in the Main Street program throughout the year. Ideally, 100 percent but no less than 75 percent of Board members have:

a. Attended Board meetings 75 percent of the time throughout the year.

b. New Board members participated in Board orientation and existing Board members participated in at least one training offered by the Coordinating program.

c. Played an active role on the Board by leading a committee, a task force, or key initiative.

d. Advocated for the program and the district within the community, in coordination with Main Street staff and the rest of the board.

Meeting this Indicator is a requirement and must be met to achieve Accreditation.

INDICATOR II*: Board members have demonstrated active leadership and support to ensuring the program is appropriately funded to meet its operational responsibilities and programming goals. Ideally, 100 percent but no less than 75 percent of Board members have:

a. Made a personal financial investment in the program.

b. Participated in the development of fundraising goals.

c. Led or participated in a key fundraising activity of the organization.

d. Made direct solicitations.

e. Supported donor relationship, retention, and/or recruitment.

INDICATOR III: The Main Street program has developed an active, supporting volunteer structure to ensure capacity to plan and implement the approved work plans. Examples of how these efforts are demonstrated include:

a. Established committees or teams that follow the program's selected Transformation Strategies, Board's outlined priorities, and/or the Main Street Four Points.

b. Each volunteer committee or team has an active leader, chair, or co-chairs.

c. Each volunteer committee has an appropriate number of members to plan the approved number of projects or initiatives it intends to implement. Ideally, there is a leader or champion for every project.

d. Committees or teams participate in trainings that support their roles at least annually.

Score 1 - 5: 2

III. PROFESSIONAL STAFF MANAGEMENT

INDICATOR I*: The Main Street organization has maintained the level of professional staff necessary to achieve its mission, goals, and annual work. These efforts are demonstrated by fulfillment of all the following:

a. The Main Street program meets the minimum staffing requirements established by the Coordinating program. At a minimum, Main Street America requires part-time staffing for cities under 5,000 population and 1 FTE for cities over 5,000 population.

b. Main Street staff have job descriptions and defined performance expectations.

c. Main Street staff participates in trainings required by the Coordinating program.

d. Main Street staff participates in professional development offerings provided by Main Street America, Coordinating Program, etc.

e. Main Street staff communicates regularly with the Board and specifically with the Board Chair and offers regular monthly reports to the Board.

Meeting this Indicator is a requirement and must be met to achieve Accreditation.

INDICATOR II: The Main Street Board of Directors has managed and provided guidance to its Main Street Director throughout the year. Understanding that organizational formats vary, this is demonstrated by:

a. The Board, through its Board chair or president provides regular guidance and feedback to the program's director.

b. A formal performance review process is conducted at least once annually. The Board Executive Committee, with participation of Board members, leads the director's performance review.

c. The Board ensures that the annual budget provides a competitive compensation package (pay and benefits) and opportunity for appropriate merit increases.

d. The Board ensures that the annual budget offers staff with professional development and trainings, including travel.

e. Staff management policies and procedures are in place and reviewed annually. Appropriate procedures ensure clearly established communication lines and roles and responsibilities between Board and staff.

f. The Board has developed a plan to manage succession or the director's transition and recruitment.

Score 1 - 5: 4

IV. EFFECTIVE OPERATIONAL STRUCTURE

INDICATOR I*: The Main Street organization has developed appropriate operational and organizational practices to manage effectively. This must include the following:

a. A clearly defined mission statement that confirms the purpose of the organization.

b. Established by-laws, which are reviewed annually and revised appropriately to carry out the program's mission for the district.

c. Operating policies and procedures that outline internal and external communication practices, conflicts of interest, personnel management, leadership selections, elections, and terms, Board roles and responsibilities, etc.

d. Appropriate insurance for the organization, Board/staff, and its programming.

e. Legal and fiscal requirements are met and maintained as required with its tax status or operation structure.

Meeting this Indicator is a requirement and must be met to achieve Accreditation.

STANDARD III

DIVERSIFIED FUNDING AND SUSTAINABLE PROGRAM OPERATIONS

A successful revitalization program must have the financial resources necessary to carry out its work and sustain its operations. Program sustainability relies on diversity of revenue streams as dependency on one primary or only source could jeopardize the program's operations. Through this Standard, Main Street programs demonstrate a priority for ensuring that the community is investing in the Main Street organization and programming efforts through a comprehensive and balanced funding structure that ensures successful and sustainable revitalization efforts.

FOCUS AREAS

Communities engaged in the Main Street Approach understand how essential these key areas of focus are for an organization's success: **I) Balanced Funding Structure, II) Strategic Revenue Development and Fundraising, III) Budget and Work Plan Alignment and IV) Financial Management and Best Practices**

KEY INDICATORS

Understanding that funding is an essential resource to accomplish the work of revitalization, the following indicators included under this Standard can guide Main Street programs in building, growing, and sustaining diverse and balanced mix of investment in the revitalization efforts and the Main Street program from the start and throughout the years.

I. BALANCED FUNDING STRUCTURE

INDICATOR I: The Main Street organization's budget demonstrates a balanced funding structure with a diverse mix of public and private sector sources. Examples of how these efforts are demonstrated include:

a. Contributions from private sector: e.g., businesses, community members and/or partner organizations.

b. Special taxing district.

c. Sponsorships.

d. Earned revenues.

e. Memberships.

f. Local Government.

g. Grants.

Score 1 - 5: 4

INDICATOR II: The private sector is investing in the district's revitalization efforts and the Main Street program. Examples of how these efforts are demonstrated include:

a. Fundraising activities such as event sponsorships, marketing initiatives, and/or special project funding.

b. Main Street program's earned incomes, such as rents, merchandise sales, etc.

c. Investor programs such as memberships, Friends of, annual donations, etc.

d. In-kind services.

e. A special tax self-assessment mechanism(s) approved by district property and/or business owners, such as BIDs, CIDs, DDAs, SSMID, etc.

Score 1 - 5: 4

INDICATOR III: The public sector is investing in the district's revitalization and the Main Street program. Examples of how these efforts are demonstrated include:

a. Annual contribution to the Main Street.

b. Service agreements with the Main Street.

c. Supports through the employment of the Main Street Director.

d. Direct funding for event sponsorships & marketing initiatives.

e. In-kind Services.

Score 1 - 5: 4

II. STRATEGIC REVENUE DEVELOPMENT AND FUNDRAISING

INDICATOR I: The Main Street program demonstrates commitment to strategic revenue development process and oversight. Examples of how these efforts are demonstrated include:

a. The Board reviews fund-development plans, goals, and progress at least quarterly.

b. A designated Board member provides active financial oversight for the program and is engaged in revenue development planning and reporting.

c. A fund-development committee, organization committee, or team is in place to lead fund-development planning and implementation.

d. Committees are engaged in seeking funding to support projects.

Score 1 - 5: 2

II. FINANCIAL MANAGEMENT AND BEST PRACTICES

INDICATOR I: The Main Street organization demonstrates sound financial management outlined by processes and procedures. Examples of how these efforts are demonstrated include:

a. Financial tracking systems and reporting practices are in place. (QuickBooks or other software)

b. The organization's monthly financial statements are reviewed by the Treasurer.

c. The organization has a third party financial professional compile and reconcile monthly financial statements.

d. The organization has had a third party financial professional review, reconcile and/or audit the program's finances at a minimum every two years.

Score 1 - 5: 3

INDICATOR II: The Main Street organization's financial management has clear leadership and oversight. Examples of how these efforts are demonstrated include:

a. Leadership roles and responsibilities relating to budgeting, fund-development, and financial reporting are clearly outlined through Board, committee and/or Treasurer job descriptions.

b. The Main Street Board of directors conducts monthly reviews of the organization's finances to ensure appropriate accountability and alignment with programming.

Score 1 - 5: 3

STANDARD IV

STRATEGY-DRIVEN PROGRAMMING

Main Street has built a strong track record for making change happen in communities across the country. Change is an important guiding principle for Main Street. But rather than letting change just happen, Main Street programs define and manage it from one year to the next through a strategy-driven work plan and aligned implementation process. Standard Four brings together all integrated components that must be in place to plan and successfully implement the revitalization work. Centered around Main Street's Four Point Approach, these integrated components are driven by a local Transformation Strategy(s) aligned through community participation and based on understanding of the district's unique and competitive market position.

FOCUS AREAS

Communities engaged in the Main Street Approach understand how essential these key areas of focus are for an organization's success: **I) Planning Guided by Inclusive Community and Market-informed Inputs, II) Defining Direction through Transformation Strategy Identification and Development, and III) Strategy-aligned Comprehensive Work Planning and Implementation Across all Four Points**

KEY INDICATORS

The following indicators provide important guidelines on how Main Street programs can develop a community and market informed strategy-driven planning and implementation process.

I. PLANNING GUIDED BY INCLUSIVE COMMUNITY AND MARKET-INFORMED INPUTS

INDICATOR I: The organization's annual planning process as informed by a comprehensive set of inputs that guide Transformation Strategy identification and work plan alignment and implementation. Examples of how these are demonstrated include:

a. Inclusive district and community input is gathered at a minimum of every three years to keep the pulse on the district's needs through focus group events, online surveys, and/or other strategies.

b. Market research and analysis has been conducted for the district's trade area within an appropriate time interval, depending on the local economy. This is recommended at least every three to five years.

c. Business inventory is up to date and reflective of the district's business mix, uses, and existing clusters.

d. Building inventory is up to date and reflective of the district's property ownership, condition, uses and status (for sale, for lease, occupied).

e. The organization maintains an asset map that recognizes distinctive place-based assets within the district that highlight unique and competitive advantages and market opportunities.

f. Strategy reflects opportunities driven by local and national trends.

Score 1 - 5: 5

II. DEFINING DIRECTION THROUGH TRANSFORMATION STRATEGY IDENTIFICATION AND DEVELOPMENT

INDICATOR I: Main Street has defined and aligned as an organization around a Transformation Strategy that is guiding the revitalization work. Examples of how these are demonstrated include:

a. Using a comprehensive set of inputs, the board has identified a consumer-based or industry-, product-, or service-based strategy(s) that can best respond to the district and community vision, needs and market opportunities.

b. The board formally adopts a Transformation Strategy(s).

c. Partner organizations or other stakeholders have adopted or endorsed selected Transformation Strategy.

d. The Strategy(s) have measurable benchmarks.

Score 1 - 5: 4

III. STRATEGY-ALIGNED COMPREHENSIVE WORK PLANNING AND IMPLEMENTATION ACROSS ALL FOUR POINTS

INDICATOR I: The Main Street board conducts an annual strategy-driven work planning process with volunteer committees to guide the organization's programming. Examples of how these are demonstrated include:

a. Board outlines priorities or goals that guide volunteer committees in identifying the initiatives, projects, and activities to be approved in annual work plan.

b. Projects, events, or initiatives are aligned with selected Transformation Strategy(s).

c. The Transformation Strategy(s) are reflected comprehensively across all Four Points.

d. Work plans include written action plans for critical projects that outline specific tasks, timeline, budget, volunteer hours, who's responsible, etc.

e. Annual fund-development goals and allocations are guided by the Transformation Strategy(s)

Score 1 - 5: 3

STANDARD V

PRESERVATION-BASED ECONOMIC DEVELOPMENT

Successful Main Street efforts are built on the guiding principle that district economic development is obtained by leveraging and preserving its unique historic and cultural assets. Standard Five confirms our strong belief that a community's own place-based and diverse cultural assets reflect the richness and strength of its identity and establishes a competitive market advantage.

FOCUS AREAS

Communities engaged in the Main Street Approach understand how essential these key areas of focus are for an organization's success: **I) Preservation Ethics and Education on Historic and Cultural Assets, II) Standards and Best Practices for Place-based, People-focused Design AND II) Promotion of Historic, Heritage, and Cultural Assets**

KEY INDICATORS

The following indicators provide important guidelines on how Main Street programs can build a strong foundation for revitalization through the preservation of building and cultural assets, educating the public on their value to economic growth, and enlisting businesses and property owners in redevelopment efforts.

I. PRESERVATION ETHICS AND EDUCATION ON HISTORIC AND CULTURAL ASSETS

INDICATOR I: Main Street demonstrates the community's commitment to its historic and cultural assets. Examples of how these are demonstrated include:

a. The district has historic buildings listed as local landmarks, a national landmark district, or listed in the National Register of Historic Places.

b. The community is a Certified Local Government (CLG).

c. The district has received cultural, arts, or other special designations or recognitions.

d. Main Street advocates for a local preservation ordinance or the community has one.

e. Main Street has developed or supported the development of design standards, guidelines, and tools property owners can use to preserve, improve, and maintain historic buildings.

f. Incentives or in-kind services are in place to assist with improvements to historic and cultural resources (e.g., façade grant, sign grant, low interest loan, design assistance)

g. Local, county, and/or regional strategies acknowledge and incorporate the preservation of heritage and cultural assets as economic development priorities.

Score 1 - 5: 5

INDICATOR II: Main Street educates and builds awareness about preservation and cultural assets among stakeholders, public sector, community organizations and residents at large. Examples of how these are demonstrated include:

a. Holding education and awareness activities that promote the value of the district's historic fabric and cultural assets throughout the year or at least annually during Preservation Month.

b. Providing programming and resources for district property and business owners that results in the preservation and rehabilitation of local historic assets.

c. Attending staff and volunteer trainings provided by the Coordinating program, Main Street America, or other organizations.

d. Building strong collaborations (e.g., Historic Preservation Commission, Certified Local Government, Historical and Arts entities, etc.) to support tools, ordinances, zoning policies that preserve the district's built and cultural assets.

Score 1 - 5: 4

II. STANDARDS AND BEST PRACTICES FOR PLACE-BASED, PEOPLE-FOCUSED DESIGN

INDICATOR I: Main Street is an advocate and partner for the implementation of standards, guidelines, and best practices for the preservation of historic and cultural assets. Examples of how these are demonstrated include:

a. Partnered with local government, commissions, and community groups to assess and incorporate heritage and cultural assets into economic development and marketing priorities and initiatives.

b. Provided or connected district property owners with assistance in redevelopment that is aligned with the district's strategy(s).

c. Provided guidance that educates property and business owners and developers on state and local ordinances, incentives, and other redevelopment tools.

d. Provided guidance to projects that leveraged preservation and/or economic development funding tools to support building improvements (TIF, Historic Tax Credits, CLG, USDA grants, etc.)

e. Advocated for threatened historic properties, and worked to acquire, attract new ownerships and/or worked with city leaders to enforce requirement maintenance standards.

Score 1 - 5: 4

III. PROMOTION OF HISTORIC, HERITAGE, AND CULTURAL ASSETS

INDICATOR I: The Main Street program actively promotes the district's historic and cultural assets. Examples of how these are demonstrated include:

a. Activities/programming that interpret, celebrate, and recognize local heritage and cultural resources.

b. Working with media to promote stories that highlight the district's historic and cultural assets and messages their importance to the community and economic growth.

c. Conducts activities that educate property owners on the benefits of rehabbing historic properties to increase the economic value of the property.

Score 1 - 5: 5

STANDARD VI

DEMONSTRATED IMPACT AND RESULTS

Main Street communities are part of a national network with a proven record for generating strong economic returns and strengthening the districtís position within a highly competitive marketplace. Standard Six highlights the importance of tracking, packaging, and demonstrating the qualitative and quantitative impact of the program's revitalization efforts. It also provides the opportunity for the local Main Street program to tell their stories and advocate for resources needed for sustainability.

FOCUS AREAS

Communities engaged in the Main Street Approach understand how essential these key areas of focus are for an organization's success: **I) Demonstrating the Value of Main Street, II) Measuring and Packaging Quantitative and Qualitative Outcomes and III) Promoting Progress and Demonstrating Impact and Results**

KEY INDICATORS

The following indicators provide important guidelines on how Main Street programs can build the case for Main Street and demonstrate the impact of their revitalization efforts.

I. DEMONSTRATING THE VALUE OF MAIN STREET

INDICATOR I: Main Street is positioned as an advocate for the district, promoting revitalization as an economic development priority among the public and private sector and community at large. Examples of how these are demonstrated include:

a. District revitalization and physical and economic improvements are included in recent regional, or citywide master plans, economic development plans, comprehensive plans, etc.

b. Main Street participates in ongoing local planning efforts that involve the district.

c. Main Street participates in guest presentations to local community organizations and institutions.

d. Small business owners in and around the district regularly seek and receive assistance or support from the Main Street program (e.g., letters of support for grants or loans, marketing support on the Main Street program's website and social media, etc.)

e. District stakeholders advocate for the program when requested.

f. The district is highlighted in local partners' communication and marketing efforts (e.g., city, tourism, economic development, etc.) with blog posts, multi-line descriptions of the district, and/or photos featuring the district, etc.

g. Main Street's logo, webpage, and/or social media links are included on local government and other partner organizations' websites.

h. Entrepreneurs and local business owners regularly approach the Main Street program about commercial spaces in the district that could potentially serve as a base-of-operations for a new business or new location for an existing business.

Score 1 - 5: 5

II. MEASURING AND PACKAGING QUANTITATIVE AND QUALITATIVE OUTCOMES

INDICATOR I: Main Street regularly collects and maintains district revitalization statistics (quantitative) and intangible impact data (qualitative) across the Four Points of the Main Street Approach and examines changes over time as required by the Coordinating Program. Examples of how these are demonstrated include:

a. Number of businesses operating in the district.

b. Number of businesses operating in the district that are women-owned.

c. Number of businesses operating in the district that are minority-owned.

d. Number of businesses operating in the district that are veteran-owned.

e. Number of employees/jobs based in the district.

f. Number of new businesses launched in the district over a given period (monthly, quarterly, or annually) and number of employees/jobs added in a district in a given period.

g. Number of business closures in the district over a given period (monthly, quarterly, or annually) and number of employees/jobs lost in a district in a given period.

h. Number of local businesses participating as vendors in district events, festivals, etc.

i. Number of housing units added or lost in the district over a given period (monthly, quarterly, or annually), broken out by housing type (loft, apartment, duplex, single family detached home, etc.), tenure type (for lease or for sale), and sale/rent amount relative to area median income (i.e., affordability).

j. Number of properties in the district renovated, including details about the capital invested in the renovations and any financial incentives programs leveraged in the renovation (e.g., historic tax credits, low-income housing tax credits, etc.).

k. Number of public improvement projects in the district that were launched/completed, including overall price tag, public dollars invested, and any secondary sources of capital invested.

Score 1 - 5: 5

INDICATOR II: Main Street annually collects and maintains organizational impact statistics (quantitative) and intangible impact data (qualitative) and examines changes over time. Examples of how these are demonstrated include:

a. Board annually reviews broad performance goals established within the organization's work plan.

b. Board annually reviews metrics established to analyze the progress of selected Transformation Strategies.

c. Number of volunteer hours contributed.

d. Financial value of volunteer contribution (using Independentsector.org formula).

e. Number of volunteers participating.

f. Testimonial reports from small business owners, property owners, and government officials about the value of the Main Street program.

g. Conversion of volunteer hours to in-kind dollars ($) contributed.

h. Financial ($) contributions made to Main Street by the public sector.

i. Financial ($) contributions made to Main Street by the private sector.

j. Number of responses and analysis of response data from a survey that seeks to understand the community's growing knowledge about Main Street, the importance of Main Street, etc., as well as stakeholder attitudes about Main Street organization.

k. Impact surveys of promotional events.

l. Impact surveys of education programming attendees.

m. Number of media impressions.

Score 1 - 5: 5

III. PROMOTING PROGRESS AND DEMONSTRATING IMPACT AND RESULTS

INDICATOR I: The district's revitalization programming, achievements, stories, and reinvestment statistics are promoted. Examples of how these are demonstrated include:

a. Sharing through the Coordinating program reporting system according to the timeline outlined in annual agreements.

b. Sharing with district stakeholders, local units of government, anchor organizations, funders, and the community at large.

c. Highlighting and publishing success stories of impactful projects on digital platforms (website, social media channels, etc.) and local media outlets.

d. Publishing and distributing an annual report and summary of revitalization statistics.

e. Highlighting key statistics and testimonials on website and other marketing materials.

Score 1 - 5: 5

INSTRUCTIONS FOR COMMUNITIES

Becoming a designated Main Street America program is a mark of distinction that reflects a commitment and dedicated efforts to building, growing, and sustaining successful district revitalization. The MSA Community Evaluation process is a very important opportunity for local Main Street programs to review the progress made towards building a comprehensive revitalization program.

WHY THE NEW STANDARDS ARE IMPORTANT TO YOUR LOCAL EFFORTS

This new framework and Accreditation Standards bring all Coordinating Programs and participating communities together under a more cohesive and holistic set of expectations. This process will include three important components:

- Annual community self-assessment,
- Annual reporting, and
- Community assessment or progress visit conducted at least every other year.

All components of the evaluation process involve a collaborative process where communities, their respective Coordinating Program, and Main Street America work together not just to confirm designation status, but just as importantly, to use the process to recognize strengths and identify needs or barriers that might challenge the district and the program's efforts.

HOW COMMUNITIES QUALIFY FOR ACCREDITATION

Main Street America Community Members that have been previously Accredited or those with more than two years at the Affiliate level, may qualify for Accreditation. Programs must also meet baseline requirements as outlined in the Community Self-Assessment Tool

HOW DOES THIS IMPACT THE CURRENT ACCREDITATION PROCESS?

Communities and Coordinating Programs will continue to use the current criteria and process for 2022. In addition, assessment visits will include time to introduce the new standards and discuss opportunities for incremental alignment throughout 2022.

TAKING TIME TO TRANSITION

» Acknowledging that change takes time, the next two years (2022-2023) are for the network to become familiar and start exploring how these Standards can guide efforts in the future.

» Become familiar with new standards as the year unfolds – dedicate time within your next board meetings to learn the overall purpose of these new framework.

» Use the "Self-Assessment Tool" to start exploring how your program's efforts align with these new standards, their focus areas and set of indicators.

» Determine action items and timelines that can help your program integrate the new evaluative framework in your work plans for 2022-2023.

Charlevoix Downtown Development Authority and Main Street

Consent Agenda

Title: National Main Street Trademark Sublicense Agreement

Date: June 27, 2022

Presented By:

Background:

As a Main Street community, we are entitled to use certain logos and legal markings of National Main Street in certain publications and circumstances. The attached agreement states the terms and conditions for this.

Recommendation:

Motion to authorize the executive director to sign the National Main Street Center Local Program Accreditd Member Sublicensing Agreement as presented.

Attachments:

1. Sublicense Agreement - NMSC

TRADEMARK SUBLICENSE AGREEMENT

This Trademark Sublicense Agreement ("Sublicense Agreement") is entered into between _____ ("**Coordinating Program**") and _____ (**"Sublicensee"**), effective as of the last date written below. For good and valuable consideration, the receipt and sufficiency of which are acknowledged, the parties agree as follows:

1. Background.

A. The National Main Street Center, Inc. ("NMSC") operates a membership program called MAIN STREET AMERICA™. As a part of that program, MAIN STREET AMERICA™ Coordinating Program Membership is available to statewide, regional or citywide organizations that oversee multiple local downtown and neighborhood programs within their service area and work to preserve and revitalize commercial districts. Local Program membership in the MAIN STREET AMERICA™ program is available at the Affiliate or Accredited levels to individual programs or organizations that satisfy the membership eligibility criteria described on the NMSC website (currently located at: https://higherlogicdownload.s3.amazonaws.com/NMSC/390e0055-2395-4d3b-af60-81b53974430d/UploadedImages/Join/Main_Street_America_Tier_System_Overview_-_2019_Update.pdf).

B. Organization is a Coordinating Program member of NMSC in good standing and has entered into a Trademark License Agreement with the NMSC which grants to the Coordinating Program the right to sublicense to its Local Programs the use of the NMSC name and trademarks described below.

C. Sublicensee is a Local Program Member in good standing of the MAIN STREET AMERICA™ program at the Accredited level. Sublicensee is also located within the Coordinating Program's geographic service area. Therefore, Sublicensee has the opportunity to enter into this Trademark License Agreement, which grants certain rights to use the NMSC's name and trademarks, including MAIN STREET AMERICA™ and MAIN STREET®, as described below.

D. The NMSC's parent entity, the National Trust for Historic Preservation ("National Trust"), owns the following registered trademarks, which it has delegated to the NMSC the right to sublicense. NMSC and Coordinating Program have entered into a Trademark Licensing Agreement which grants the Coordinating Program the right to sublicense the following registered trademarks:

Mark	U.S. Registration Number
MAIN STREET	Reg. Nos. 3,365,568 and 2,057,207
NATIONAL MAIN STREET CENTER	Reg. No. 2,013,837

These registered trademarks owned by the National Trust, together with the MAIN STREET AMERICA™ word marks and logos referred to in Section 2.A.1 below, the NATIONAL MAIN STREET CENTER logo referred to in Section 2.A.ii below are referred to herein as the "Trademarks."

E. The Trademarks are well known and recognized by the general public and associated in the public mind with the NMSC and the National Trust. The Coordinating Program and the Sublicensee recognize the mutual benefits that accrue from the Sublicensee's use of the Trademarks in accordance with the terms and conditions of this Sublicense Agreement, including the recognition and credibility brought to the Sublicensee through its use of these Trademarks and the benefit to the Coordinating Program and NMSC from association with high-performing Local Programs.

2. Grant of Sub-License.

A. Subject to the terms and conditions of this Sublicense Agreement, the Coordinating Program hereby grants the Sublicensee the non-exclusive right and license to use the Trademarks to identify and promote its participation in the MAIN STREET AMERICA™ program, as well as its relationship and association with the Coordinating Program and NMSC, in connection with the following activities:

i. **MAIN STREET AMERICA™ word and logo marks**. The Sublicensee's rights to use the MAIN STREET AMERICA™ word mark and the following MAIN STREET AMERICA logo are limited to Sublicensees which are members in good standing at the Accredited membership level of the MAIN STREET AMERICA™ program:

For use by Local Programs who are Designated Members at the Accredited Level:

As a Main Street America™ Accredited program, INSERT NAME HERE is a recognized leading program among the national network of more than 1,200 neighborhoods and communities who share both a commitment to creating high-quality places and to building stronger communities through preservation-based economic development. All Main Street America™ Accredited programs meet a set of National Accreditation Standards of Performance as outlined by the National Main Street Center.

ii. **NATIONAL MAIN STREET CENTER® word and logo marks**. The Sublicensee's right to use the NATIONAL MAIN STREET CENTER word mark and the following NATIONAL MAIN STREET CENTER logo solely and exclusively to indicate its association with the National Main Street Center:

iii. **MAIN STREET® word mark**. The Sublicensee's right to use the MAIN STREET trademark is limited to use made to identify Sublicensee and/or its activities, including as part of the name of the Licensee (e.g. "Main Street Iowa"), in connection with commercial district revitalization and related consultation, education, and training.

3. Scope of and Limitations on Use. Use of the Trademarks by the Sublicensee will be subject to the following limitations:

A. Sublicensee must display the Accredited level MAIN STREET AMERICA membership mark on their website. All uses of the MAIN STREET AMERICA word mark and logo by Sublicensee must follow the specific mark, color, and character usage set forth in the Brand Identity Guidelines which are incorporated by reference as if fully set forth herein. Sublicensee will not use or develop any different

logos or designs (including any symbols or stylized presentations), in connection with the MAIN STREET AMERICA mark or logo. Use of the MAIN STREET AMERICA word mark and logos by Sublicensee is a mandatory condition of membership in the MAIN STREET AMERICA program.

B. The MAIN STREET mark, as part of the name and identity of Sublicensee's organization, programs, and activities, can be used on materials designed to promote the work of Sublicensee (e.g., website, brochures, newsletter, letterhead or other printed promotional materials). The right to use the MAIN STREET mark by the Sublicensee is an optional benefit of membership in the MAIN STREET AMERICA program.

C. All uses of the NATIONAL MAIN STREET CENTER logo by Sublicensee must follow the specific mark, color, and character usage set forth in the Brand Identity Guidelines attached as Exhibit A, which are incorporated by reference as if fully set forth herein. Sublicensee will not use or develop any different logos or designs (including any symbols or stylized presentations) in connection with the NATIONAL MAIN STREET CENTER mark. Use of the NATIONAL MAIN STREET CENTER logo by Sublicensee is an optional benefit of membership in the MAIN STREET AMERICA program.

D. This Sublicense Agreement is subject to the terms, conditions, and limitations of the Trademark License Agreement between NMSC and the Coordinating Program.

E. Sublicensee will not apply to register any of the Trademarks, or any other trademark that incorporates any part of the Trademarks or "National Trust for Historic Preservation." Sublicensee will not state or imply that it owns any such trademarks.

F. The Sublicensee will not use the Trademarks in combination with or in juxtaposition with other trademarks except as may be approved in writing by the NMSC. The Sublicensee will apply and display the ® symbol and the ™ symbol next to or with respect to the Trademarks as directed by the Coordinating Program.

G. Other than as specifically provided herein, Sublicensee is not granted any other rights to use, license or sublicense the Trademarks.

4. Term. This Sublicense Agreement will become effective immediately upon the date of last signature below, and, unless terminated early under Sections 5 or 10, will be effective through April 30, 2023, at which time it may be renewed by mutual written agreement of the parties hereto.

5. Conditions. This Sublicense Agreement between Coordinating Program and Sublicensee is conditioned upon Sublicensee having an active MAIN STREET AMERICA membership at the Accredited level with NMSC. The requirements of this membership are currently available at: https://higherlogicdownload.s3.amazonaws.com/NMSC/390e0055-2395-4d3b-af60-81b53974430d/UploadedImages/Join/Main_Street_America_Tier_System_Overview_-_2019_Update.pdf, and are incorporated herein by reference.

6. Acknowledgment of Ownership. Use of the Trademarks indicates acknowledgment by the Sublicensee of the NMSC's and the National Trust's rights and title to the Trademarks, (i.e. MAIN STREET AMERICA, NATIONAL MAIN STREET CENTER, and MAIN STREET), and that Sublicensee will not at any time do, or permit to be done, any act or thing that will in any way impair the rights of the NMSC or the National Trust. All use of the Trademarks by the Sublicensee will inure to the benefit of the NMSC and the National Trust.

7. Good will and promotional value. Sublicensee recognizes and acknowledges the value of good will associated with the Trademarks and agrees that it will not conduct any activity, provide any service, or produce or distribute goods which in any way damages or reflects adversely upon the NMSC or the National Trust.

8. Non-assignment. This Sublicense Agreement is personal to the Sublicensee, and may not be assigned to any other individual, program, organization, or agency. Any attempted assignment will be null and void.

9. Compliance Verification. It is the responsibility of the Sublicensee to verify compliance with the terms of this Sublicense Agreement, and to provide complete and accurate usage reports to the Coordinating Program. If the Coordinating Program or the NMSC has reason to believe that the Sublicensee is in violation of this Sublicense Agreement, the Coordinating Program or NMSC shall have the right to make inquiries with Sublicensee as necessary to determine compliance. In such case, the Sublicensee will cooperate with the Coordinating Program and/or NMSC in its investigation and provide in a timely fashion any and all information that is requested.

10. Termination.

A. Coordinating Program may terminate this Sublicense Agreement if the Sublicensee violates any of the provisions of this Sublicense Agreement or fails to satisfy the membership criteria established by the NMSC for Accredited Local Programs. Such termination will be effective thirty (30) days after the Coordinating Program sends written notice of such termination to Sublicensee. During this thirty (30) day period, Sublicensee may attempt to cure such violation. If the violation is not cured during this period, the termination will be effective upon the expiration of the thirty (30) day period.

B. This Sublicense Agreement will automatically terminate immediately without any notice required, notwithstanding the above paragraph, if the Coordinating Program or NMSC determines: (i) that sublicensee's actions could negatively affect the goodwill, image, or reputation of the NMSC, the National Trust for Historic Preservation, the Coordinating Program, or any of the Trademarks; (ii) the Sublicensee discontinues all or a significant portion of its business; (iii) the National Trust terminates, revokes, or fails to renew the NMSC's rights to use, license, or sublicense the Trademarks; or (iv) the NMSC terminates, revokes or fails to renew the Coordinating Program's rights to use, license or sublicense the Trademarks.

C. Upon the expiration or early termination of this Agreement, the Sublicensee will discontinue use of the Trademarks and will destroy and delete tangible and electronic documents and files containing any such marks, except for a limited number of copies retained for archival purposes only.

11. Governing Law. This Agreement is entered into in the District of Columbia and will be governed by and construed in accordance with the laws of the District of Columbia, USA, without giving effect to conflict of laws provisions.

12. Annual Report, Notices, Other Communication. Upon request by the Coordinating Program or NMSC, Sublicensee shall submit samples of any materials on which the Trademarks licensed under this agreement were used during the year. Such samples shall be submitted within ten business days of receipt of a written request from the Coordinating Program or NMSC.

13. Notices. Any notices which either party is required or may desire to serve upon the other party shall be in writing and may be served either personally or by depositing the same in the mail (first class

postage prepaid, certified and return receipt requested) or with a reputable overnight express delivery service (with confirmed delivery, charge prepaid or billed to shipper), addressed to the party to be served as follows, unless a different address is designated in writing by the party to be served. Notice shall also be required to be given by electronic mail on the same date as deposited in the mail. Notice given by mail alone shall not be sufficient.

To Coordinating Program:
Name: _____
Address: _____
_____
Phone: _____
Email: _____

To Sublicensee:
Name: _____
Address: _____
_____
Phone: _____
Email: _____

14. Successors. This Agreement shall be binding upon, and will inure to the benefit of, the parties and their respective permitted successors and assigns.

15. Modification. No amendment or modification of the terms or conditions of this License Agreement will be valid unless in writing and signed by both parties.

16. Waiver. The failure of either party to partially or fully exercise any right or the waiver by either party of any breach, shall not prevent a subsequent exercise of such right or be deemed a waiver of any subsequent breach of the same or any other term of this Sublicense Agreement. No waiver shall be valid or binding unless in writing and signed by the waiving party.

17. Severability. If any provision of this Sublicense Agreement or the application of any provision hereof to any person or circumstances is held to be void, invalid, or inoperative, the remaining provisions of this Agreement shall not be affected and shall continue in effect and the invalid provision shall be deemed modified to the least degree necessary to remedy such invalidity.

18. Entire Agreement. This Sublicense Agreement is the entire agreement between the parties with respect to the matters referred to herein and it supersedes and replaces all prior and contemporaneous oral and written understandings pertaining to the subject matter hereof.

Coordinating Program	**Sublicensee**
By: _____	By: _____
Date: _____	Date: _____

Charlevoix Downtown Development Authority and Main Street

Consent Agenda

Title: Financial Report

Date: June 27, 2022

Presented By:

Background:

One quarter of the fiscal year has now elapsed and you can see the status of revenue and expenses at this point in the year.

Recommendation:

Motion to accept the Financial Report as presented.

Attachments:

1. DDA Financial (1)

CITY OF CHARLEVOIX

DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING JUNE 30, 2022

FUND 255 - DOWNTOWN DEVELOPMENT FUND

		PRIOR YR ACTUAL	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
	REVENUE						
255-000-403.000	CURRENT PROPERTY TAX LEVY	39,329.77	.00	.00	40,400.00	(40,400.00)	.00
255-000-403.001	CURRENT PROPERTY TAX LEVY T/F	453,334.71	.00	.00	453,300.00	(453,300.00)	.00
255-000-420.000	DELINQUENT TAXES - DDA	256.92	.00	.00	.00	.00	.00
255-000-437.000	IFT/CFT TAXES	771.02	.00	.00	.00	.00	.00
255-000-445.000	INTEREST & PENALTIES - DELINQ	155.36	.00	.00	100.00	(100.00)	.00
255-000-566.001	STATE GRANTS	75,000.00	.00	.00	.00	.00	.00
255-000-573.000	STATE REVENUE - OTHER	13,121.49	.00	.00	10,000.00	(10,000.00)	.00
255-000-580.001	GRANTS - OTHER	14,000.00	.00	.00	5,000.00	(5,000.00)	.00
255-000-665.000	INTEREST EARNINGS	878.33	.34	1.06	1,000.00	(998.94)	.11
255-000-668.000	RENTS & ROYALTIES - SUNSHINE	1,000.00	.00	.00	1,000.00	(1,000.00)	.00
255-000-668.002	PROPERTY RENT - BIBCO	32,400.96	.00	8,100.24	33,600.00	(25,499.76)	24.11
255-000-668.003	PROPERTY RENT - ROUND LAKE GR	.00	(2,025.00)	.00	15,300.00	(15,300.00)	.00
255-000-668.004	PROPERTY RENT - LC BREWERS	.00	.00	.00	15,300.00	(15,300.00)	.00
255-000-668.005	PROPERTY RENT-LONG RD DISTILL	14,960.00	.00	1,300.00	.00	1,300.00	.00
255-000-668.006	PROPERTY RENT - BRIDGE PARK	.00	3,400.00	3,400.00	.00	3,400.00	.00
255-000-675.001	CONTRIBUTIONS - TREE LIGHTS	375.39	23.22	69.66	.00	69.66	.00
255-000-675.002	CONTRIBUTIONS - CONCERTS	1,959.58	1,250.00	1,500.00	6,000.00	(4,500.00)	25.00
255-000-675.003	CONTRIBUTIONS - PRIVATE SOURCE	14,083.22	.00	.00	.00	.00	.00
255-000-675.004	CONTRIBUTIONS - MAIN STREET	4,301.63	.00	.00	.00	.00	.00
255-000-692.000	MISCELLANEOUS	1,809.50	.00	.00	14,300.00	(14,300.00)	.00
255-000-692.001	MISCELLANEOUS-THE VAULT	13,786.70	.00	.00	17,000.00	(17,000.00)	.00
	TOTAL FUND REVENUE	681,524.58	2,648.56	14,370.96	612,300.00	(597,929.04)	2.35

CITY OF CHARLEVOIX

DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING JUNE 30, 2022

FUND 255 - DOWNTOWN DEVELOPMENT FUND

		PRIOR YR ACTUAL	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT		% OF BUDGET
	DOWNTOWN DEVELOPMENT AUTHO						
255-255-706.000	SALARIES & WAGES	45,565.36	1,604.34	8,578.83	50,000.00	41,421.17	17.16
255-255-706.001	WAGES (ICMA)	4,771.43	168.47	1,161.27	5,200.00	4,038.73	22.33
255-255-719.000	EMPLOYEE FRINGE BENEFITS	35,540.99	.00	5,440.10	39,000.00	33,559.90	13.95
255-255-740.000	OPERATING SUPPLIES	11,296.55	639.14	1,584.58	9,400.00	7,815.42	16.86
255-255-740.001	OPERATING SUPPLIES-THE VAULT	12,792.88	.00	.00	17,000.00	17,000.00	.00
255-255-776.000	IWF MAINTENANCE	.00	.00	.00	6,000.00	6,000.00	.00
255-255-801.000	MARKETING & PROMOTIONAL SVCS	35,618.19	9,475.00	10,187.70	28,300.00	18,112.30	36.00
255-255-801.003	PROMOTION COMMITTEE EXPENSES	15,238.00	250.00	250.00	7,300.00	7,050.00	3.42
255-255-801.004	ORGANIZATION COMMITTEE	648.00	.00	.00	500.00	500.00	.00
255-255-801.005	BUSINESS RECRUITMENT/RETENTIO	75,596.00	.00	.00	.00	.00	.00
255-255-818.000	CONTRACTUAL SERVICES	29,974.10	8,249.61	8,761.76	30,700.00	21,938.24	28.54
255-255-818.002	DESIGN COMMITTEE	17,869.82	.00	.00	15,600.00	15,600.00	.00
255-255-826.000	LEGAL FEES	2,187.41	31.00	31.00	500.00	469.00	6.20
255-255-853.000	TELEPHONE	1,083.54	64.10	251.25	1,900.00	1,648.75	13.22
255-255-860.000	CONFERENCE & TRAVEL	2,054.77	1,195.00	1,956.20	1,000.00	(956.20)	195.62
255-255-888.000	LIBRARY CONTRIBUTION	30,000.00	.00	.00	30,000.00	30,000.00	.00
255-255-910.000	INSURANCE & BONDS	1,748.66	.00	(50.49)	1,800.00	1,850.49	(2.81)
255-255-933.000	MAINTENANCE - BRIDGE PARK	3,078.43	281.09	623.25	5,000.00	4,376.75	12.47
255-255-962.000	MISCELLANEOUS	6,973.42	.00	.00	100.00	100.00	.00
255-255-962.002	MISCELLANEOUS - MAIN STREET	13,459.59	.00	.00	500.00	500.00	.00
255-255-964.000	REFUNDS & REBATES	4,172.50	.00	4,394.42	6,000.00	1,605.58	73.24
255-255-999.594	TRANSFER TO MARINA FUND-BOND	336,200.00	.00	.00	336,100.00	336,100.00	.00
	TOTAL DOWNTOWN DEVELOPMENT	685,869.64	21,957.75	43,169.87	591,900.00	548,730.13	7.29
	TOTAL FUND EXPENDITURES	685,869.64	21,957.75	43,169.87	591,900.00	548,730.13	7.29
	NET REVENUES OVER EXPENDITURE	(4,345.06)	(19,309.19)	(28,798.91)	20,400.00	(49,198.91)	(141.17)

Charlevoix Downtown Development Authority and Main Street

Old Business

Title: TIF Plan Renewal

Date: June 27, 2022

Presented By: Mark Heydlauff, City Manager

Background:

In 1982, thanks in large part to Jim Mabee who died just this past week, the Charlevoix City Council approved an ordinance creating the Charlevoix Downtown Development Authority. At the time, the DDA was a relatively new concept-- having been approved by the legislature and signed by Governor Milliken in 1975. The DDA statute at the time created several provisions we rely upon today and is the basis for the Recodified Property Tax Increment Financing Act or Public Act 57 of 2018.

In general, a downtown development authority exists to stop the decline of property valuations and take measures to stabilize and increase them; the board has several expressed powers and abilities to carry out this work:

- It may employ a director and other staff to carry out its work
- It may engage in advertising, recruitment, and other activities in support only of the downtown district
- It may own and lease buildings, operate business incubators, and create loan programs for businesses within the district
- It may also own, construct, and finance public facilities in the district

Here is a link to the full list of DDA powers.

Pursuant to the statute, there are two primary funding methods utilized to fund the purposes of the DDA. The first, and largest in the case of the Charlevoix DDA, is a tax increment financing capture (TIF). A TIF is a general term used in taxation in Michigan and refers to the ability of an entity, like a DDA, to capture the increased property tax value created after a given date (in your case, 1982). But for the improvements to the district made by the DDA, the theory goes that the property would not have appreciated in value as it has so other taxing entities, principally the City of Charlevoix and Charlevoix County, give up the increase to ensure the property located within the DDA continues to become more economically powerful. The projected TIF revenue for the current fiscal year is $453,000. The second primary method of revenue generation for a DDA is the levying of up to 2 mills of additional taxation to be directed toward the DDA; this is subject to Headlee rollback and currently is levied at 1.3252 mills and generates a projected $40,400 for the current fiscal year. (For a primer on Headlee rollbacks, see this one pager from the Michgan Municipal League).

Currently, the Charlevoix DDA operates under the TIF Plan first created in 1982 at the inception of the authority. This document is attached for your reference. Put simply, the DDA can fund activities broadly found in the plan and can collect TIF revenue for a plan adopted in accordance with the statute. The plan adopted in 1982 has been amended 7 times and the various amendments are found in the attachment (pardon the age of the documents). In 2006, City Council, upon the advice and direction of the DDA, authorized the DDA to issue limited tax, general obligation bonds in the amount of $5.5 million to pay for part of the improvements in East Park and the Charlevoix Marina. As you'll see in the resolution authorizing the bond issue, the DDA guarantees revenue from the TIF to pay the bond service on this debt. For reasons I will not detail here, the City Treasurer and I recommended to the City Council and DDA Board exercise the refunding provision on the 2006 bond series in 2016 and effectively refinanced this debt. The 2016 series will be fully paid off in October 2026.

Here we return to the Recodified Tax Increment Finance Act of 2018. Section 215 requires that, while debt service is required for a development project (as is the case currently), a TIF plan may not be abolished, but when this project ends, the TIF may be revoked. As such, in order to continue funding projects for the purposes intended by the Authority, you will need to update the TIF on or before the final debt service payment in October 2026.

Given all of this, I believe you should consider the following:

- Assuming you want to continue major development projects in the district, you will need to update the TIF plan in preparation of the October 2026 expiration, but it is probably a project you could budget for 2023/2024 or later.
- You could retain a consultant to create yet another survey, plan, and vision or, as I would recommend, you look at this as a legal matter and retain MIller Canfield for a more perfunctory update to the TIF document based on the other work you've already done to ensure you are legally prepared for the future. I've spoken with Pat McGow, a partner in the firm, who has provided background on this process for me. I'm sure he'd be willing to attend a future meeting of yours to answer questions about the legal process.
- Read through the original TIF plan from 1982 and the updates made to it. I think it is instructive that leaders 40 years ago had visions and ideas for what our community would be in the long-term future. In many cases, we now enjoy the fruit of their labor. As you work through projects like the Alley Corridor and Vision Plan, housing initiatives, updates to East Park, the Marina, and Bridge Park, keep in mind the long-term implications of your work and know that a sense of vision is important.

Recommendation:

Attachments:

1. Charlevoix Downtown Development Authority TIF Plan with Amendments
2. 2006 LTGO Bond Authorizing Resolution

TAX INCREMENT FINANCING PLAN

and

DEVELOPMENT PLAN

CHARLEVOIX DOWNTOWN DEVELOPMENT AREA

CHARLEVOIX DOWNTOWN DEVELOPMENT AUTHORITY
CHARLEVOIX, MICHIGAN

CHARLEVOIX DOWNTOWN DEVELOPMENT AUTHORITY

Chairman:	Michael A. Greeley
Vice Chairman:	Jack E. Uhrick
Secretary:	Robert G. Lieberman
Treasurer:	Hugh E. Mason
Members:	James R. Mabee Hans M. Wiemer David L. Hand Franklin Ochs The Honorable Kenneth Staley, Mayor of the City of Charlevoix
Legal Counsel:	Jeffery W. VanTreese, Hoffman, Hoffman & VanTreese 103 Belvedere Avenue Charlevoix, Michigan 49720

I. Introduction

The Downtown Development Authority of the City of Charlevoix was created on April 12th, 1982, by the Charlevoix Council pursuant to the provisions of Act 197 of the Public Acts of 1975, as Amended. In creating the authority, the Charlevoix City Council recognized the desirability of addressing the objectives as outlined in the enabling statute of Act 197; those objectives being the halting of property value deterioration and the increase of property tax valuation where possible in the Charlevoix business district, the elimination of the causes of that deterioration, and the promotion of economic growth within the downtown area.

Property value deterioration is a serious problem in downtown Charlevoix. It is of prime importance to increase property tax valuations and to promote economic growth in the downtown area. The causes of property value deterioration can be eliminated by obtaining substantial additional private development and investment in the downtown area. Tax Increment Financing provides a method of obtaining funds which would be adequate to motivate private developers, investors, and lendors to reinvest in downtown Charlevoix area. The means for using tax increment financing in the downtown area became available with the adoption of the Downtown Development Authority Act containing tax increment financing

provisions. The needs of the downtown Charlevoix area and the purposes and goals of the act are identical. The act is not limited to eliminating slums; nor is it limited to removing blight. The act seeks to halt property value deterioration, to eliminate the causes of that deterioration, and most importantly to increase property tax valuation and promote economic growth. Charlevoix greatly needs to achieve each of these goals. A study conducted by the Charlevoix City Manager's Office during the winter of 1982 showed that approximately 25% of the retail stores in the downtown Charlevoix area were closed, see Exhibit attached hereto, marked Exhibit "A", and incorporated herein by reference. It is in the self interest of the entire Charlevoix area that the downtown be strong and remain economically self supporting. In addition to economic health the revitalization of downtown Charlevoix will produce jobs, better environment, better living conditions and a core which will service the entire County recreationally, for business, and in all the other affirmative ways that a downtown area of a City may serve the immediate neighborhoods and trade areas while also serving the entire community.

The present Development Plan and Tax Increment Financing Plan is necessary to assure that the proposed development known as the Finn/Weathervane/Fochtman Project comes to fruitation. But for the implementation of the Developmental Plan and Tax Increment Financing

Plan the project would not be proposed or built.

Tax increment financing can provide the means whereby sites and improvements may become available to developers at prices and costs consistent with the needs of development. Thus, in areas which have property value deterioration which need economic growth, any property tax increment can serve as the financial means to promote economic growth and increase property tax valuation. This can be done by using such property tax increments to enhance opportunities in the downtown area for private developers. The tax increments can be used to provide needed public improvements, public facilities, etc. Property tax increments can be used either as they accrue annually or property tax increments can be pledged to bonds or other borrowings for obtaining funds for immediate use.

By implementing in part the City Master Plan for the City of Charlevoix, the present Developmental Plan and Tax Increment Financing Plan incorporates by reference certain provisions of the Master Plan including the Economic Development Strategy Plan (found at page II/22 of the Master Plan); the recommendations regarding institutional action and maintenance of quality development (found at page II/39 of the Master Plan); the summary of Economic Development Strategy (found at page II/47 of the Master Plan); and the institutional mechanisms necessary to implement the Master Plan (found at page IV/5 of the Master Plan). Additionally, the Master

Plan specifically discusses the Downtown Development Authority (found at page II/51 of the Master Plan) and finds that the DDA is the most effective conduit to carry out a prolonged plan of improvements in the historic commercial district area of Charlevoix. In summary, both the Developmental Plan and Tax Increment Financing Plan and Master Plan, as adopted by the Charlevoix City Planning Commission, have as a specific purpose the goal of creating functional mechanisms for the improvement of living and working conditions in downtown Charlevoix, the City of Charlevoix, and for the entire trade area serviced by the downtown Charlevoix business district.

The Downtown Development Authority is supervised and controlled by a board consisting of the Mayor of the City of Charlevoix, and eight (8) members appointed by the Mayor and approved by the Charlevoix City Council." The Downtown Development Authority, after public meetings by the Authority Board, has determined that it is necessary for the achievement of the Development Plan to implement a Tax Increment Financing Plan.

In creating the Charlevoix Downtown Development Authority, the Charlevoix City Council provided, by ordinance, that the Downtown Authority shall not have the power to levy ad valorem taxes on the real and tangible personal property located within the downtown district, pursuant to Section 12, of Act 197.

II. Development Plan

A. Designation of the Boundaries of Development Area in Relation to Highways, Streets and Otherwise.

The Development Area includes the Downtown Development District. The legal description of the Development Area is attached hereto, marked Exhibit "B", and incorporated herein by reference. All of the properties in the area are in the Downtown Development District of the City of Charlevoix, County of Charlevoix and State of Michigan.

B. Location, Character and Extent of Existing Streets and Other Public Facilities and Extent of Existing and Proposed Public and Private Land Uses.

1. Existing Street and Public Facilities

The Development Area includes the entire DDA District. Included within this District are Dixon Avenue, Pine River Lane, Park Avenue, Clinton Street, Mason Street, Antrim Street, Belvedere Avenue, Hurlbut Street, Bridge Street, public alleys, and State Street. Presently, existing public facilities include East Park, public utilities running under said streets to provide water, storm sewer, and sanitary sewer service, all improvements to any street and/or

walkway including street furniture and beautification, parking facilities, all rights-of-ways, waterways, bridges, lakes, and any access routes to any of the foregoing, designed and dedicated to use by the public generally, or used by a public agency.

2. Existing Public and Private Land Uses

Existing public and private land uses which presently exist in the Development Area include, by way of description and not limitation, public land uses, including governmental offices, transportation facilities, public parking facilities, parks and public open space, streets and rights-of-way, and a library. Private land uses are those generally found in the commercial and financial core of a small City including commercial retail and office uses and supplemental parking. Also included are churches, and a very few residential units within the Development Area.

3. Proposed Public and Private Land Uses

There are no proposed changes within the current private land use within the Development Area called for under the primary stage of the Development Plan. All improvements and proposed land uses within the Development Area are more particularly described and depicted in the attached Exhibit "C", incorporated herein by reference and denominated: "Downtown Public Improvements, Phase I and Phase II Cost Projections, Charlevoix, Michigan." All proposed changes within the current private land use and public land uses

within the Development Area called for under the secondary stage of this Development Plan are more particularly described in the attached Exhibit "D", incorporated herein by reference and denominated "City of Charlevoix Waterfront Areas Management and City Master Plan," and attached Exhibit "F", incorporated herein by reference and denominated "Preliminary Development Cost Projections", and attached Exhibit "G", incorporated herein by reference and denominated"Master Development Plan - Downtown Area."

4. Legal Description of the Development Area

The legal description of the Development Area is more particularly described and depicted on the attached Exhibit "B", incorporated herein by reference and denominated: "Description For Downtown Development Authority."

C. Description and Estimated Time of Completion of Development Area Improvement to Be Demolished, Repaired or Altered.

1. Description of Existing Improvements to be Demolished, Repaired, or Altered

Existing improvements to be demolished, repaired, or altered are divided into a Primary Plan including phases I and II, and a Secondary Plan. Phase I of the Primary Plan improvements include street paving and laning, sidewalks, curb, gutter, crosswalks, some landscaping, and supporting infrastructure for all Phase II

improvements within the Primary Plan. Phase II improvements within the Primary Plan include traffic signals, lights, furniture and fixtures, additional landscaping, and channel improvements. There are no existing buildings within the Development Area to be demolished for the proposed improvements within the Primary Plan. The improvements within the Primary stage of the Developmental Plan are more particularly described and depicted in the attached Exibit "C", denominated "Public Improvements Phase I and Phase II Cost Projections, Charlevoix, Michigan", incorporated herein by reference.

Secondary Developmental Plan Improvements are more particularly described and depicted in the attached Exhibit "D", incorporated herein by reference and denominated "City of Charlevoix Waterfront Areas Management and City Master Plan." See Exhibits "F" and "G" attached hereto and made a part hereof by reference.

2. Estimated Time For Completion

All Phase I Primary Plan improvements are to be substantially completed during the years 1984 and 1985. Provided, however, that some improvements may be deferred from 1986 through 1993 dependent upon funding.

All Phase II improvements within the Primary Plan are scheduled to be substantially completed in the years 1984 through 1993.

Secondary Plan Improvements are anticipated to be implemented in the years 1984 through 2004.

D. Location, Extent, Character and Estimated Cost and Estimated Time of Completion of Improvements Including Development Area Rehabilitation.

1. Description of Improvements

A description of Primary Phase I improvements include street paving and laning, sidewalks, curb, gutter, crosswalks, some landscaping, and supporting infrastructure for secondary improvements. Primary Phase II improvements include traffic signals, lights, furniture and fixtures, landscaping, and channel improvements. Both Primary Phase I and Phase II improvements are more particularly described and depicted in the attached Exhibit "C", incorporated herein by reference, and denominated "Downtown Public Improvements, Phase I Cost Projections, Charlevoix, Michigan".

Description of improvements called for under the Secondary Plan are described in the attached Exhibit "D", denominated "City of Charlevoix Waterfront Areas Management and City Master Plan", incorporated herein by reference. See Exhibits "F" and "G" attached hereto and made a part hereof by reference.

2. Time Required For Completion

Construction of the Primary Phase II improvements will be substantially completed during the years 1984 and 1985. Dependent upon financing, some Primary Phase II Improvements may be deferred to be completed from 1986 to 1993. All Phase II improvements are

scheduled to be completed in the years 1984 through 1993. Secondary improvements are anticipated to be implemented in the years 1984 through 2004.

It should be noted here that the above proposals are simply a time table to guide the Authority in regards to the development. However, many events unforseen at this time, including financing and donations, may modify the time required for total completion of the project.

No rehabilitation activity is contemplated within the area under Phase I and Phase II of the Primary Plan. Any rehabilitation activity included within the Secondary Plan is more particularly described and depicted in the attached Exhibit "D", more particularly described as the "City of Charlevoix Waterfront Areas Management and City Master Plan."

E. Statement of Planned Construction or Stages of Construction and Estimated Completion Time Thereof

It is anticipated that the sequence of construction will, if undertaken by the Authority, be as follows:

1. Primary improvements would be undertaken on a block-by-block basis.

It is anticipated that the Primary Phase I improvements will be

completed within the years 1984 and 1985. Provided, however, that certain Phase I improvements may be deferred to the years 1986 through 1993. Primary Phase II improvements are scheduled to be completed in the years 1984 through 1993. Secondary plan improvements are estimated to be implemented through the years 1984 through 2004. Distinct stages of completions to improvements cannot be accurately projected as the work is dependent upon financing and construction costs as determined through bidding and thereafter the work is anticipated to proceed as quickly as possible on a block-by-block basis.

F. Description of Parts of Development Area to Be Left as Open Space and Contemplated Use Thereof

There is no portion of the Development Area which is proposed to be developed as an open space under Primary Phase I and Phase II Plan improvements in addition to any open space currently within the Development Area. Any development area to be left as open space and contemplated use thereof within the Secondary Improvements are more particularly described in the attached Exhibit "D", incorporated herein by reference and more particularly described as the "City of Charlevoix Waterfront Areas Management and City Master Plan." See Exhibits "F" and "G" attached hereto and made a part hereof by reference.

G. Description of Any Portion of the Development Area Which

The Authority Proposes To Sell, Donate, Exchange, or Lease To Or From the City of Charlevoix and Any Proposed Terms.

The Downtown Development Association does not propose to sell, donate, exchange or lease to or from the City of Charlevoix any of the parcels within the Development Area. Provided, however, that the Downtown Development Authority may acquire from the City by purchase any parcels within the Development Area on modification of this plan.

H. Description of Desired Zoning, Street, Street Level Intersection and Utility Changes.

The existing zoning, street, street level intersection and utility configurations in the are appropriate for the proposed use. Accordingly, the Authority is not proposing any zoning, street, street level intersection or utility changes, except the proposed street level changes may include the construction and realignment of curb cuts, and traffic routing as appropriate.

I. Estimated Cost of Development, Statement of Proposed Financing Method and Ability to Arrange Financing.

It is presently anticipated that the total expenditures, for both Primary Phase I and Phase II Improvements, will be, if undertaken by

the Authority, SIX HUNDRED NINETY THOUSAND AND NO/100 ($690,000.00) DOLLARS. This sum includes engineering fees, costs for a detailed area topographic and street survey, and calls for professional services for preparation of detailed construction plans, construction documents and bid forms and coordination of bids and coordination of all construction activities. This estimate may be affected by fluctuations in the cost of labor and materials.

It is anticipated that up to FOUR HUNDRED THOUSAND AND NO/100 ($400,000.00) DOLLARS, of development costs will be financed through tax increment financing bonds. Development costs exceeding the approximate FOUR HUNDRED THOUSAND AND NO/100 ($400,000.00) DOLLAR, bond financing will be financed through tax increment financing and donations. It is presently anticipated that the total expenditures called for under Secondary Plan Improvements will not exceed the amount of tax increment financing revenues and donation revenues available to the Downtown Development Authority.

Provided, however, that the total expenditures called for under the Secondary Plan Improvements are estimated, and these expenditures are subject to fluctuations.

In view of the foregoing, the Authority has the ability to finance the entire cost of the proposed project with funds derived from bond issues, and tax increment financing. A ten (10) year projection of Captured Taxes is attached hereto as Exhibit "E", incorporated herein by reference.

J. Designation of Persons or Corporations to Whom or to Which the Development is to be Sold, Leased or Conveyed and Project Beneficiary.

No sale, lease, conveyance, or other disposition of the property is contemplated at the present time.

Insofar as it is within the public interest to improve the central business district of the City of Charlevoix, it is anticipated that the taxpayers of the City of Charlevoix will benefit from the adoption of the Tax Increment Financing Plan and Development Plan should the Development improvements be completed. Eventual users of the proposed improvements include city residents, downtown visitors and employees and guests and patrons of businesses located within he downtown area. Indirect beneficiaries include the owners of nearby downtown property and neighborhood owners and employees of businesses of the downtown area.

K. Development, Leasing, Purchasing, and Bidding Procedures

The authority has not yet established formal leasing, purchasing or conveyance bid procedures. Most Primary Phase I and Phase II improvements will be accomplished through a combination of City force account construction and advertised bidding by private contractors. A plan for Secondary Improvements has not yet been

established as of this date. Any such transactions, however, are subject to the review of the legal counsel of the Authority and approval by the Board of the Authority, and to be in compliance with all applicable State and Federal regulations.

L. Estimates of Persons Residing in and to be Displaced From the Development Area.

It is estimated that less than one hundred (100) people presently reside within the Development Area. No displacement of persons residing within the Development Area is anticipated. No occupied residences are designated for acquisition and clearance by the Authority.

M. Plan For Establishing Priority of Occupancy by Displacees in New Development Area Housing.

Because no relocation activity is contemplated, a plan for establishing priority of development displacees in new housing is not required.

N. Provision for Costs of Relocation and for Financial Assistance and Expense Reimbursement of Development Displacees.

Insofar as no relocation activity is contemplated, provisions for costs incidental to relocation is not necessitated.

O. Plan for Compliance With Act No. 227 of the Public Act of 1972, Being Sections 213.321 to 213.332 of the Michigan Compiled Laws.

Insofar as no relocation activity is contemplated, a plan for compliance as described above is not required.

P. Material Which the Authority, Local Public Agency, or Governing Body Deems Pertinent.

Insofar as the Development Plan and Tax Increment Financing Plan comprehensively explains and delineates all items as required by Act 197, no further information is deemed pertinent. Provided, however, that the City hereby incorporates by reference the City of Charlevoix Waterfront Areas Management and City Master Plan.

III. Detailed Explanation of Tax Increment Financing Procedure.

The Downtown Development Authority enabling legislation, Act No. 197 of the Public Acts of 1975, as amended, enables Downtown Development Autorities to undertake a broad range of downtown improvement activities which will contribute to the economic growth and the

halting of detrioration of property values in a designated downtown district. These improvement activities include, but are not limited to, the following: plan and propose the construction, renovation, repair, remodeling, rehabilitation, restoration or reconstruction of public facilities; development of long-range plans; and otherwise implement any plan of development in the downtown district necessary to achieve the purposes of the enabling statute.

In order to provide the Authority with the means of financing the planning and implementation of development proposals, the statute affords the opportunity to undertake tax increment financing of development programs. These programs must be identified in a Tax Increment Financing Plan which has been approved by the governing body of a municipality.

Simply stated, tax increment financing permits the Authority to capture tax revenues attributable to increases in value of real and personal property located within an approved development area. The increases in property value may be attributable to new construction, rehabilitation, remodeling, alterations, additions or to such other factors as the assessor may deem appropriate.

At the time the ordinance establishing the Tax Increment Financing Plan is approved, the sum of the most recently assessed values, i.e., the values as finally equalized by the State Board of

Equalization; of those taxable properties located within the development area is established as the "Initial Assessed Value." Propety exempt from taxation at the time of determination of the Initial Assessed Value shall be included as zero.

In each subsequent year, the total assessed value of real and personal property within the district is termed the "Current Assessed Value."

The difference in any one year between the Current Assessed Value and the Initial Assessed Value is the "Captured Assessed Value." During that period during which the development area is in place, local taxing jurisdictions continue to receive ad valorem taxes based on the Initial Assessed Value. Taxes paid on the Captured Assessed Value in years subsequent to the establishment of the development area, however, are payable to the Authority for the purposes established in the Tax Increment Financing Plan.

For example, in Year One a development area is created in the downtown district. An Initial Assessed Value of $10,000,000. is established. Assuming a 50 mill tax rate, the tax revenue from the development area is $500,000.

In Year Two, new construction within the development area increases the total assessed valuation to $11,000,000. The difference between the Current Assessed Value, $11,000,000. and the Initial Assessed Value, $10,000,000., is $1,000,000., the Captured Assessed Value. While the normal taxing jurisdictions continue to receive $500,000., the Authority would receive tax increment revenue equal to the

Captured Assessed Value, $1,000,000., times the tax rate, 50 mills.

The tax increment payable to the Authority in Year Two is therefore $50,000. Additional increases in value would augment the Authority's tax increment revenues commensurately while the normal taxing jurisdictions would continue to receive $500,000. annually for the duration of the tax increment financing program.

In accord with Section 14(4) of the Act, it is the intent of this Development Plan and Tax Increment Financing Plan that the Downtown Development Authority receive only the amount of funds, on a yearly basis, as called for under this plan, and under subsequent amendments and/or modifications. Sums in excess of those needed by the Downtown Development Authority, on an annual basis, will be shared by the Downtown Development Authority with the applicable taxing jurisdictions. Tax funds disbursed by the City Treasurer to the Authority under the ordinance adopting and approving a development plan and tax increment financing plan for the Charlevoix Downtown Development Area shall equal the amount of funds to be used by the Authority in any one year, as provided in this development plan and tax increment financing plan, as it may be amended, modified, and approved. Tax funds collected by the City Treasurer in excess of those disbursed to the Downtown Development Authority shall be disbursed by the City Treasurer to the applicable taxing jurisdictions, on a pro-rata bsis, along with other tax funds collected by the City Treasurer on the behalf of these jurisdictions. However, it is presently anticipated that the entire ptured Assessed Value, or tax increment, is to be transmitted to the Authority and used according to the Development and Tax

IV. Amount of Bonded Indebtedness To Be Incurred.

It is anticipated that bonds in a sum equal or less than FOUR HUNDRED THOUSAND AND NO/100 ($400,000.00) DOLLARS will be issued to finance costs of the project.

V. Program Duration

This tax increment financing plan will last twenty (20) years, or until all improvements are completed and all bonds issued under this plan are retired, if at an earlier date.

VI. Compliance With Section 15 of Act No. 197 of the Public Acts of 1975, As Amended.

It is recognized that the amount of tax increment revenue to be transmitted to the Authority by the City Treasurer shall be a portion of the tax levy of all taxing bodies paid annually on the increased assessed valuation of real and personal property in the development area.

It is further recognized that tax increment revenues shall be expended only in accordance with the provisions of the tax increment financing plan and that surplus tax increment revenues shall revert proportionately to the respective local taxing jurisdiction.

It is recognized that tax increment revenues shall not be used to circumvent existing levy limit laws that the Charlevoix City Council may abolish the tax increment financing plan when it finds that the purposes for which the plan were created are accomplished.

Pursuant to Section 15(3) of Act 197 of the Public Acts of 1975, as amended, the Authority shall submit to the Charlevoix City Council an annual report on the status of the tax increment financing account. The report shall include, but not be limited to, the following items:

1.) Amount and source of revenue in the account.

2.) The amount and purpose of expenditures from the account.

3.) The amount of principal and interest on any outstanding bonded indebtedness.

4.) The initial assessed value of the project area.

5.) The captured assessed value retained by the authority.

6.) The tax increments received, and

7.) Any additional information the Charlevoix City Council considers necessary.

The annual report, as described above, shall be published in a

newspaper of general circulation within the City of Charlevoix.

VII. Statement of the Estimated Impact of Tax Increment Financing on the Assessed Values of Taxing Jurisdictions in Which the Development Area is Located.

The overall impact of the development plan is anticipated to generate increased economic activity in the downtown development district as well as in other parts of the taxing jurisdiction, thus eventualy increasing assessed values in those jurisdictions.

For the period during which the tax increment financing plan and development plan are in effect, the assessed values of properties within the development district shall effectively remain constant insofar as the local taxing jurisdictions are concerned. Increases in property valuation which generate tax increment revenues shall be available to the authority during the duration of the plan. However, Act 404 of the Public Acts of 1974, as amended, specificaly authorizes the exclusion of the Captured Assessed Value of the Development Area in computations made by school districts to determine state financial assistance. It is anticipated that the development activities of the authority financed by the tax increment revenues will produce a material and positive effect on the assessed value of the property within and in the proximity of

the development district and would, therefore, ultimately result in the eventual collection of real and personal property tax revenues in excess of what otherwise would have been available. Pursuant to Section 15 of Act 197, surplus funds not needed by the DDA shall revert proportionately to the respective taxing jurisdictions.

Pursuant to Section 14(4) of Act 197 of the Public Acts of 1975, as amended, the authority shall fully inform the members of the Charlevoix School District, the members of the Charlevoix County Board of Commissioners and the members of the Boards of the Charlevoix-Emmet Intermediate School District of the fiscal and economic implications of the Development Plan and Tax Increment Financing Plan.

Upon completion of the Tax Increment Plan all property taxes will be diverted back to the appropriate taxing bodies. It is estimated that a substantial amount in new private construction will be built by reason of the implementation of the Developmental Plan and Tax Increment Financing Plan. Thus, instead of declining property valuations, it is projected that assessments will increase over the life of the plan.

VIII. Provision For Use of Captured Assessed Value, Particularly For That Portion To Be Used By The Authority.

It is presently anticipated that the entire Captured Assessed Value, or tax increment, is to be transmitted to the Authority and used according to the Development and Tax Increment Financing Plan. Any surplus funds not needed by the Authority will revert proportionately to the respective taxing jurisdictions.

Total Closed - 19 businesses
Total Open - 41 open

100 Block - Bridge Street

7 closed businesses — 1 open

Teddy Bear
Celeste Selene
Kitchen Potpourri Shoppe
Fudge Kitchen
Murdick's Cookie Nook
Bay Queen Offices
Mountain Rags

200 Block - Bridge Street

5 closed businesses — 13 open

Murdick's Fudge
Leutheuser's
Kentucky Fried Chicken
Little Traverse Trading Company
Burnsides

(Hess Furniture- Alley soon to relocate)

300 Block - Bridge Street

2 closed businesses — 12 open

Mont's
Stained Glass & Cabinet Shop

(Sumthin' fishy-Mason St closed)

400 Block - Bridge Street

5 closed businesses — 15 open

Market Mall - 3 shops

Wickerville Station (2)
Orange Blossom Lane

Parkside
Great Lakes Fish & Chips

(Great Lakes Fish Market- Antrim St. closed)

MARY C. FEINDT
Registered Land Surveyor
LAWRENCE R. FEINDT
Registered Land Surveyor

616 547-9901

Charlevoix Abstract & Engineering Co.

ABSTRACTS of TITLE
TITLE INSURANCE
SURVEYING
ENGINEERING

Charlevoix, Michigan.
49720

April 14, 1982

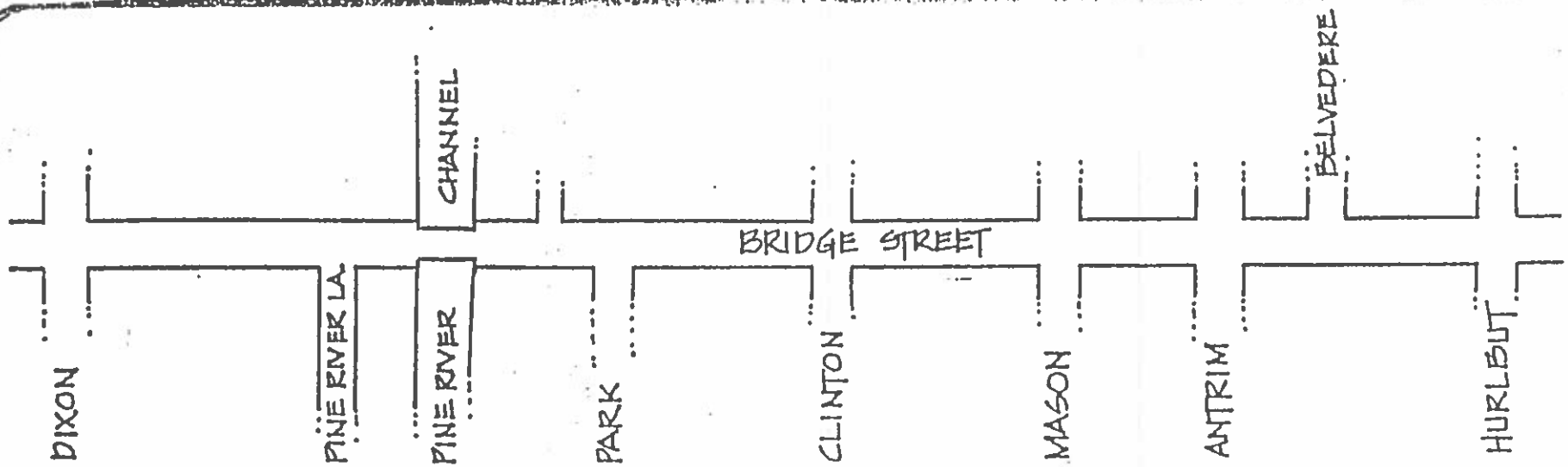
DESCRIPTION FOR DOWNTOWN DEVELOPMENT AUTHORITY — Sheet No. 1
City of Charlevoix

In City of Charlevoix, Charlevoix County, Michigan,
Beginning at the intersection of the center line of Antrim Street with the center line of State Street; thence Westerly along the center line of Antrim Street to the Southerly extension of the West line of Lot 4, Block 11 of the Original Plat of the Village of Charlevoix; thence Northerly along said extension and the West line of said Lot 4 and the Northerly prolongation thereof to the center line of Mason Street; thence Easterly along the center line of Mason Street to the Southerly extension of the West line of Lot 24, Block 10 of said Village of Charlevoix; thence Northerly along said extension and the West line of Lots 24 and 23 and the Northerly prolongation thereof to the Southwest corner of Lot 2 of said Block 10; thence continuing Northerly along the West line of Lots 2 and 1 of said block and the Northerly prolongation thereof to the center line of Clinton Street; thence Easterly along the center line of said Clinton Street to the center line of State Street; thence Northerly along the center line of State Street to the center line of Park Avenue; thence Easterly along the center line of Park Avenue to the Southerly extension of the West line of the East 16.5 feet of Lot 3, Block 1 of said Village of Charlevoix; thence Northerly along said extension and said West line of the East 16.5 feet of said lot, 165. feet; thence Northeasterly 30.5 feet to the East line of said Lot 3; thence Northerly along said East line of Lot 3 to the center line of Lower Pine River Channel; thence Northwesterly along said channel center line to the Northerly extension of the East line of Lot 5, Block 17 of the Village of Charlevoix; thence Southerly along said extension and the East line of Lot 5 and Southerly prolongation of said East line of Lot 5 to the centerline of Park Avenue; thence West along said center line of Park Avenue to the Southerly extension of the West line of said Lot 5 of said Block 17; thence Northerly along the Southerly prolongation of said Lot 5 and continuing along the West line of said Lot 5 and the Northerly extension thereof to the center line of said Channel; thence Northwesterly along the center line of said Channel to the shore of Lake Michigan; thence Northeasterly along the shore of Lake Michigan to its intersection with the center line of Dixon Avenue, if extended West to said shore; thence East along said extension and the center line of Dixon Avenue to a point 220 feet East of Michigan Avenue as it existed prior to June, 1941; thence South 231 feet; thence West 35.2 feet to an angle point in the Northerly line of the former E. James Hiller property described in Liber 187, Page 832, Charlevoix County Records; thence South 52°08'25" East along said Hiller property 261.9 feet; thence

(CONTINUED)

MEMBER OF

continuing along said Hiller property South 1°38'28" West 34.94 feet to the shore of Round Lake; thence Southwesterly, Southerly, Southeasterly and Easterly along said shore to its intersection with the Westerly line of Lot 6, Block 19 of Newman's Addition to the Village of Charlevoix; thence Southerly along said Westerly line of Lot 6 to a point 22.5 feet North of the Northerly line of Belvedere Avenue; thence West to a point being 29.76 feet East of the West line of Lot 4, Block 19 of said Newman's Addition; thence parallel with the West line of said Lot 4 South 7.6 feet; thence parallel with the South line of said Lot 4 West 6. feet; thence South parallel with said West line of Lot 4 and Southerly extension thereof to the center line of Belvedere Avenue; thence Westerly along the center line of said Belvedere Avenue to its intersection with the Northerly extension of the East line of the West 40 feet of Lot 2, Block 5 of Mason's Addition to the Village (now City) of Charlevoix; thence Southerly along said extension and said East line of the West 40 feet of Lot 2, 125.5 feet; thence West 6 feet; thence South 45 feet to the South line of the North 137.5 feet of said Lot 2; thence Westerly along said last mentioned line and continuing along the South line of the North 137.5 feet of Lot 1 of said Block 5 and the Westerly prolongation thereof to the center line of Bridge Street; thence South along the center line of Bridge Street to the center line of Hurlbut Avenue; thence Westerly along the center line of Hurlbut Avenue to the center line of State Street; thence Northerly along the center line of State Street to the point of beginning; all being a part of Government Lots 2 and 3 and a part of the Northwest Quarter of the Southwest Quarter, all in Section 26, Town 34 North, Range 8 West, and part of Government Lot 1 and part of the Northeast Fractional Quarter, all in Section 27, Town 34 North, Range 8 West.



·COST ESTIMATE AREA·

Cost estimate projections for Phase I Downtown Public Improvements for Charlevoix include the Bridge Street right-of-way from Hurlbut Street at the south to Dixon Avenue at the north. Also included are Pine River Lane from Bridge Street to the Weathervane Terrace Motel driveway and the public access area along the north bank of the Pine River Channel from the Bay Queen mooring area to the western property boundry of the Weathervane Inn Restaurant.

The cost projections have been divided into block by block sections for east and west sides of Bridge Street. In most cases costs for public improvements extend only

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LANDSCAPE ARCHITECTURE

to the outside edges of the right-of-
At intersections improvements extend into the intersecting streets only far enough to interface new curbs and gutters and paving with existing.

Improvements include new curb and gutter in almost all locations. At intersections costs have been developed to widen the walk-ways for easier pedestrian crossing and identification of these points. Walk expansions, as estimated, extend out six feet into the existing parking lanes and after the pedestrian crosswalks taper quickly back to the existing curb line. These projections would provide better pedestrian circulation but not project so far as to create traffic hazards or snow removal problems. They could easily be detailed to work well with any future vehicular circulations, such as one-way traffic.

New sidewalk paving has been estimated for all areas. For the purpose of this estimate the paving has been calculated at 60% concrete and 40% brick. We have found that these percentages can provide very nice patterns

and texture for pedestrian spaces. Brick paving was calculated on a concrete base with a bituminous setting bed. This method is one of the most effective and long lasting in cold weather environments.

Within the estimate the cost of all removals for such items as curb and gutter and sidewalk paving, have been included with the unit cost for these improvements..

Costs for new street lighting are based on new poles and fixtures being installed at the same location as the existing street lighting and assume a minimal amount of new wiring. Pedestrian scale walkway lighting has been included in all areas from Belvedere north. This low scale lighting would add a pedestrian dimension to the area as well as effectively provide safe walkway lighting. Since there are many different possible designs for lighting poles and fixtures we have utilized costs for units which are typical for this type of situation and are of good design and quality. These budget costs will allow for some flexibility

in selection of the units to be utilized.

Costs for various kinds of street furniture have been developed for elements which will enhance the area for both pedestrian and motorist. A modest amount of these elements have been estimated which will provide interest and unity but not an over amount which could detract from the existing character of the area. These costs are for typically utilized elements and include total installation costs. Included are: benches; waste containers; planters with floral plantings; tree guards for existing trees; and new tree grates and guards in some locations.

Costs have been included for resetting existing tree grates after new paving and repainting of these is included. Identification of crosswalks has been calculated with patterns of thermoplastic material which has a much greater life span than painting.

At the new hotel entry and Pine River Lane scored concrete paving was used to calculate this special pedestrian crosswalk.

LANDSCAPE ARCHITECTURE • LAND PLANNING
JNI SMITH & ASSOCIATES INC

The public access area estimates along the north side of the Pine River Channel include a walkway under the bridge of boardwalk type construction with a continuation of this boardwalk, with landscaping and lighting, to the Bay Queen mooring. Costs have been included for some bank improvements and stabilization but with the bulk of these corrections by the Corps of Engineers.

Costs for street resurfacing on a block by block basis have been included. This new wear course would be an important finishing element following other improvements. Costs for arm type traffic signals have been included for the intersection of Clinton, Pine River Lane, Dixon and South of the bridge. Approvals for new signalization at Pine River Lane and Dixon should be secured by the developers of the hotel and Weathervane improvements.

Cost for a detailed area topographic and street survey is included since this is a required element for preparation of construction documents. Also included is the cost for professional services for preparation of

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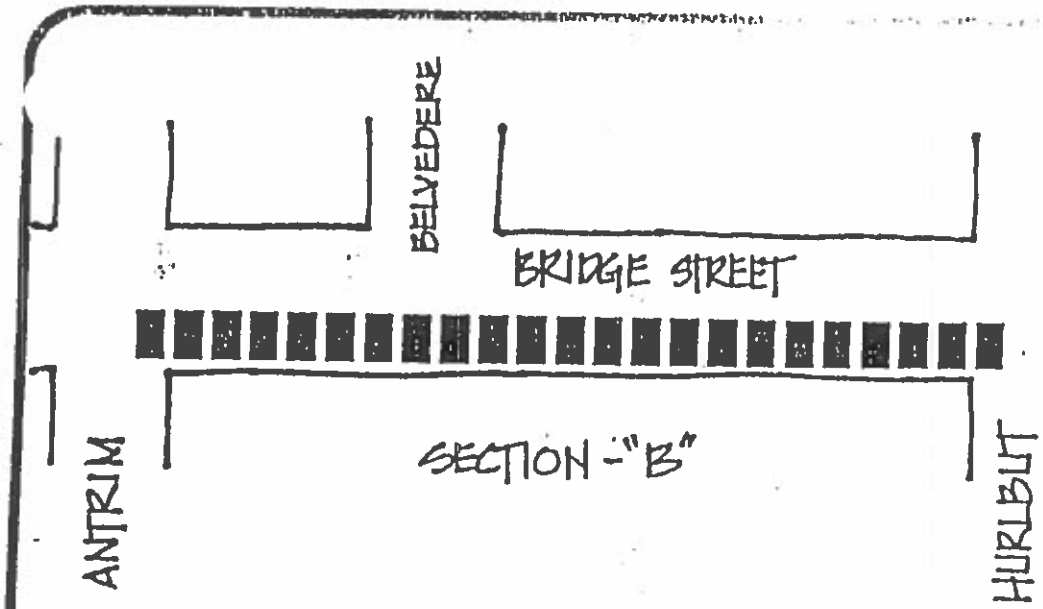
etailed construction plans, construction documents and bid forms, coordination of bids and coordination of all construction activities by professionals which specialize and are experienced in this type of work, such as M. C. Smith & Associates, Inc.

Costs which have not been included are any utility improvements which might take place during the work or reconstruction of any basement spaces which may project under the existing sidewalks.



Item	Unit	Number of Units	Unit Price	Extensio
SECTION "B" - Hurlbut to Antrim, West Side				
1. Concrete Curb and Gutter	L.F.	380	$12.35	$4,693.0
2. 6' Wide Concrete Sidewalk	S.F.	2,436	$2.30	$5,603.0
3. Steel Floral Bed Edging	L.F.	355	$2.50	$888.0
4. Planting Soil for Floral Beds	C.Y.	8.7	$14.00	$122.0
5. New Street Trees	EA.	5	$150.00	$750.0
6. Street Lights	EA.	3	$985.00	$2,955.0
7. Pedestrian Lights	EA.	2	$935.00	$1,870.0
8. Island Planting, Soil and Mulch	Lump Sum			$180.0
9. 8' Crosswalk Striping (Hurlbut & Antrim)	S.F.	348	$1.50	$522.0
10. Wood (Movable) Planters	EA.	2	$430.00	$860.0
11. Raise Storm Inlet	EA.	1	$135.00	$135.0
SECTION "B" TOTAL				$18,578.0

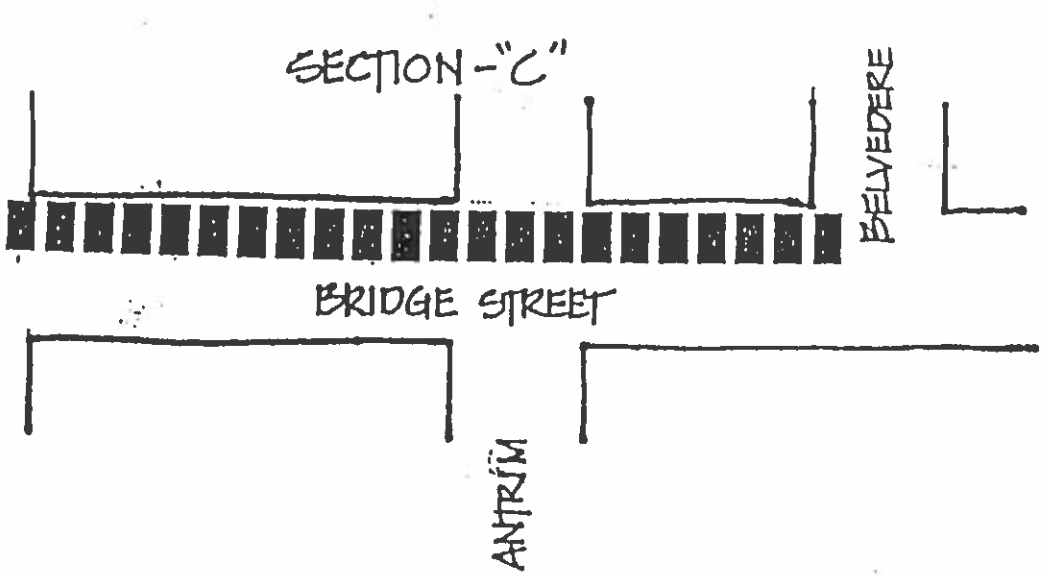
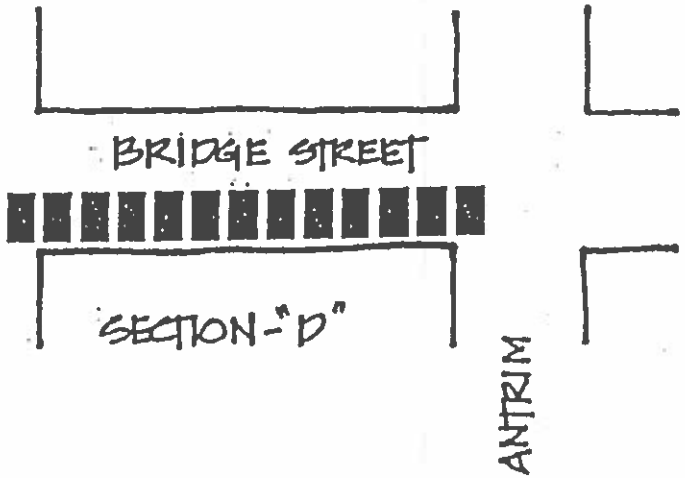
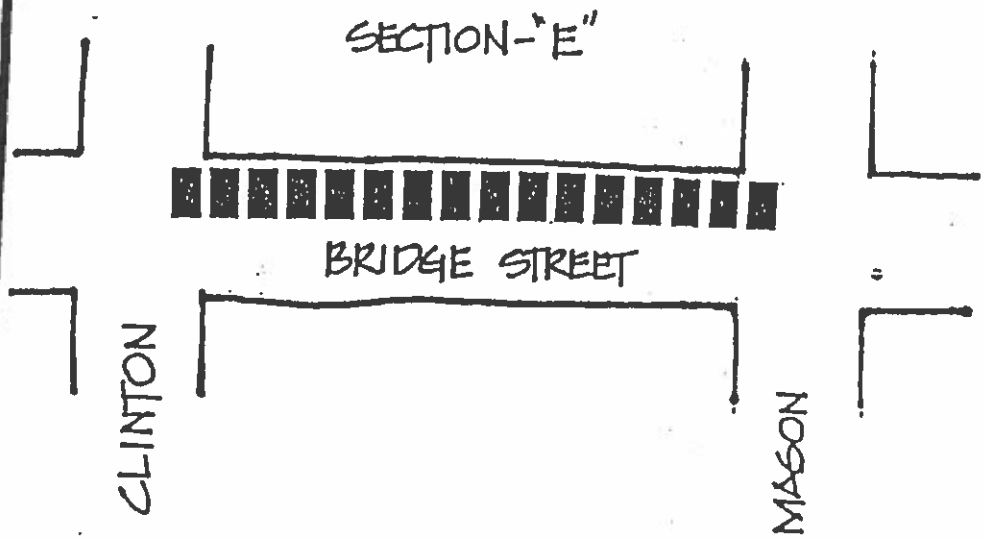


Exhibit "C", Page 10 of 23 pages

Item	Unit	Number of Units	Unit Price	Extension
SECTION "C" - Belvedere to Mason, East Side				
1. Concrete Curb and Gutter	L.F.	425	$12.35	$5,249.00
2. Concrete Walk Paving	S.F.	2,482	$2.65	$6,577.00
3. Brick Walk Paving	S.F.	1,655	$7.25	$11,999.00
4. New Tree Grates	EA.	4	$175.00	$700.00
5. Reset Signage	Lump Sum			$175.00
6. Tree Guards	EA.	4	$120.00	$480.00
7. New Street Lights	EA.	3	$985.00	$2,955.00
8. Pedestrian Lights	EA.	4	$935.00	$3,740.00
9. Benches	EA.	2	$500.00	$1,000.00
10. Trash Containers	EA.	1	$300.00	$300.00
11. Floral Planters Soil (3 x 80)	C.Y.	4.5	$14.00	$63.00
12. Crosswalk Striping (Mason and Antrim)	S.F.	216	$1.50	$324.00
SECTION "C" TOTAL				$33,562.00



Item	Unit	Number of Units	Unit Price	Extension
SECTION "D" - Antrim to Mason, West Side				
1. Concrete Curb and Gutter	L.F.	311	$12.35	$3,841.00
2. Concrete Walk Paving	S.F.	2,607	$2.65	$6,909.00
3. Brick Walk Paving	S.F.	1,738	$7.25	$12,601.00
4. Reset and Paint Tree Grates	EA.	4	$100.00	$400.00
5. New Tree Guards	EA.	4	$120.00	$480.00
6. Street Lights	EA.	1	$985.00	$985.00
7. Pedestrian Lights	EA.	2	$935.00	$1,870.00
8. Planters	EA.	6	$430.00	$2,580.00
9. Benches	EA.	1	$500.00	$500.00
10. Waste Containers	EA.	1	$300.00	$300.00
11. Crosswalk Striping (Mason and Bridge)	S.F.	492	$1.50	$738.00
12. Relocate/Reset Signage	Lump Sum			$175.00
13. New Trees	EA.	2	$150.00	$300.00
14. New Tree Grates	EA.	2	$175.00	$350.00
15. Raise Storm Inlet	EA.	1	$135.00	$135.00
SECTION "D" TOTAL				$32,164.00



Item	Unit	Number of Units	Unit Price	Extension
SECTION "E" - Mason to Clinton, East Side				
1. Concrete Curb and Gutter	L.F.	468	$12.35	$5,780.00
2. Concrete Walk Paving (10')	S.F.	3,084	$2.65	$8,173.00
3. Brick Walk Paving (10')	S.F.	2,056	$7.25	$14,906.00
4. New 4"- 5" Trees	EA.	8	$325.00	$2,600.00
5. New Tree Grates	EA.	8	$175.00	$1,400.00
6. New Tree Guards	EA.	8	$120.00	$960.00
7. Street Lights	EA.	2	$985.00	$1,970.00
8. Pedestrian Lights	EA.	4	$935.00	$3,740.00
9. Reset Signage	Lump Sum			$200.00
10. Trash Containers	EA.	2	$300.00	$600.00
11. Crosswalk Striping (Clinton)	S.F.	120	$1.50	$180.00
SECTION "E" TOTAL				$40,509.00

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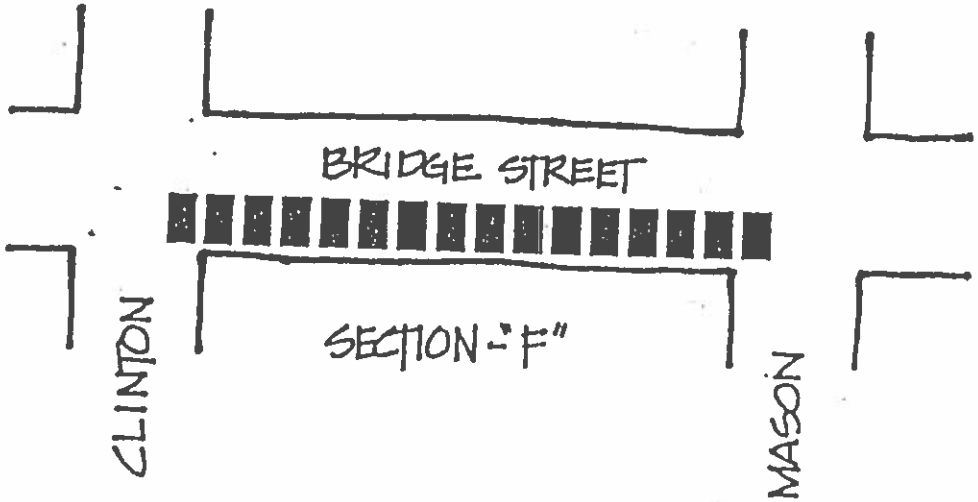

Item	Unit	Number of Units	Unit Price	Extension
SECTION "F" - Mason to Clinton, West Side				
1. Concrete Curb and Gutter	L.F.	458	$12.35	$5,656.00
2. Concrete Walk Paving	S.F.	3,646	$2.65	$9,662.00
3. Brick Walk Paving	S.F.	2,431	$7.25	$17,625.00
4. Reset and Paint Tree Grates	EA.	8	$100.00	$800.00
5. New Tree Guards	EA.	10	$120.00	$1,200.00
6. Street Lights	EA.	3	$985.00	$2,955.00
7. Pedestrian Lights	EA.	4	$935.00	$3,740.00
8. Reset Signage	Lump Sum			$175.00
9. Benches	EA.	2	$500.00	$1,000.00
10. Trash Containers	EA.	2	$300.00	$600.00
11. Crosswalk Striping (Clinton and Bridge)	S.F.	504	$1.50	$756.00
12. Planters	EA.	8	$430.00	$3,440.00
13. New Trees	EA.	2	$150.00	$300.00
14. New Tree Grates	EA.	2	$175.00	$350.00
SECTION "F" TOTAL				$48,259.00

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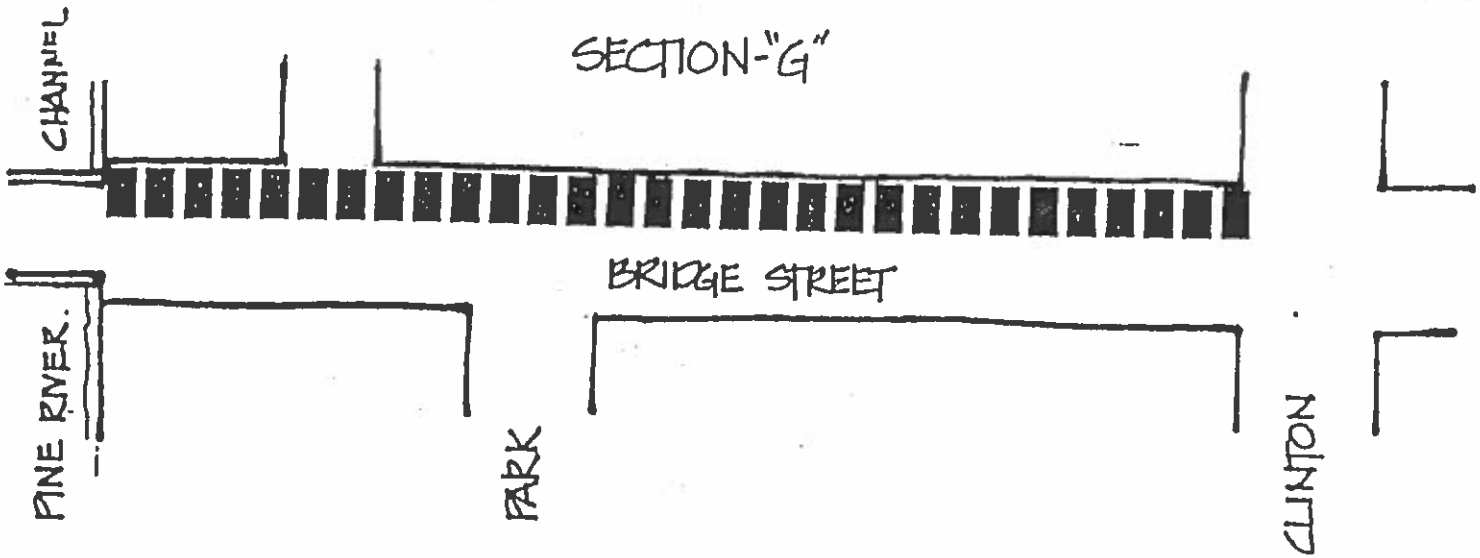
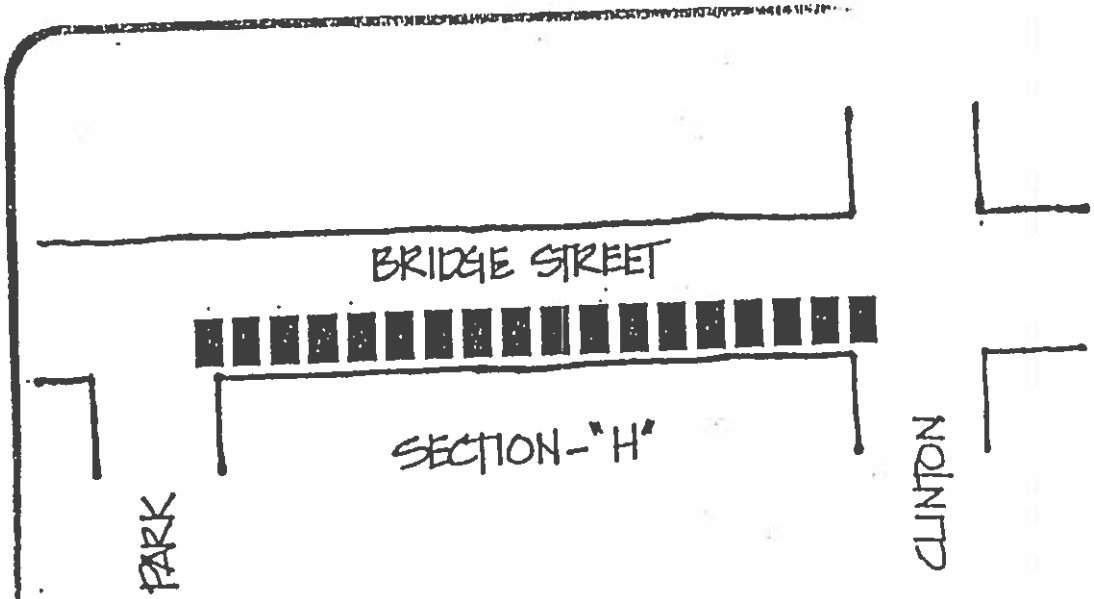


Item	Unit	Number of Units	Unit Price	Extension
SECTION "G" - Clinton to Pine River Channel, East Side				
1. Concrete Curb and Gutter	L.F.	1,036	$12.35	$12,795.00
2. Concrete Walk Paving	S.F.	4,472	$2.65	$11,051.00
3. Brick Walk Paving	S.F.	2,982	$7.25	$21,620.00
4. Reset and Paint Tree Grates	EA.	6	$100.00	$600.00
5. New Tree Guards	EA.	6	$120.00	$720.00
6. Street Lights	EA.	5	$985.00	$4,925.00
7. Pedestrian Lights	EA.	5	$935.00	$4,675.00
8. Planters	EA.	6	$430.00	$2,580.00
9. Benches	EA.	1	$500.00	$500.00
10. Waste Containers	EA.	2	$300.00	$600.00
11. Crosswalk Striping	S.F.	132	$1.50	$198.00
12. Reset Signage	Lump Sum			$200.00
SECTION "G" TOTAL				$61,264.00



Item	Unit	Number of Units	Unit Price	Extension
SECTION "H" - Clinton to Park, West Side				
1. Concrete Curb and Gutter	L.F.	454	$12.35	$5,607.00
2. Concrete Walk Paving	S.F.	3,336	$2.65	$8,840.00
3. Brick Walk Paving	S.F.	2,224	$7.25	$16,124.00
4. Reset and Paint Tree Grates	EA.	8	$100.00	$800.00
5. New Tree Guards	EA.	10	$120.00	$1,200.00
6. Street Lights	EA.	3	$985.00	$2,955.00
7. Pedestrian Lights	EA.	4	$935.00	$3,740.00
8. Planters	EA.	8	$430.00	$3,440.00
9. Benches	EA.	2	$500.00	$1,000.00
10. Waste Containers	EA.	2	$300.00	$600.00
11. Crosswalk Striping (Bridge)	S.F.	312	$1.50	$468.00
12. Reset Signage	Lump Sum			$200.00
13. New Trees	EA.	2	$150.00	$300.00
14. New Tree Grates	EA.	2	$175.00	$350.00
	SECTION "H" TOTAL			$45,624.00

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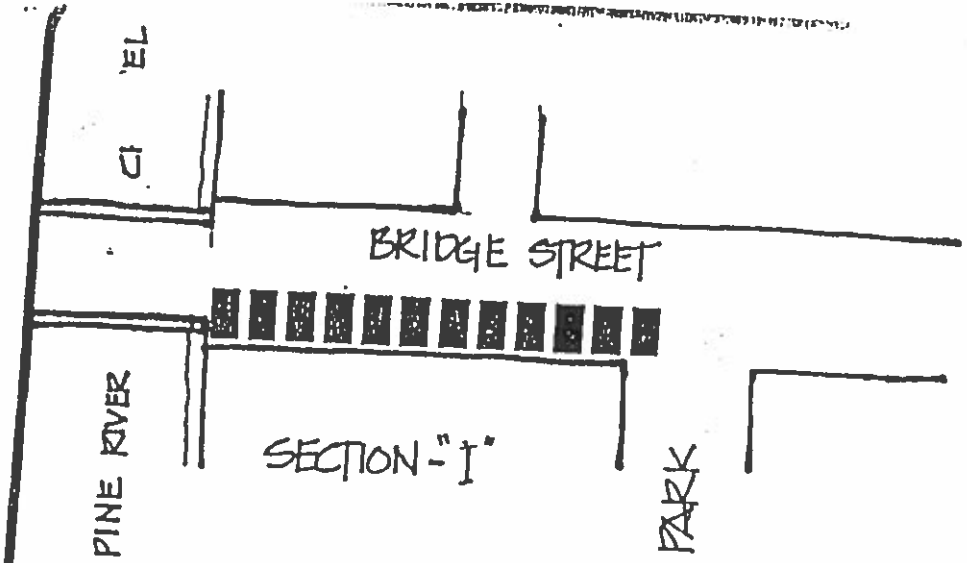
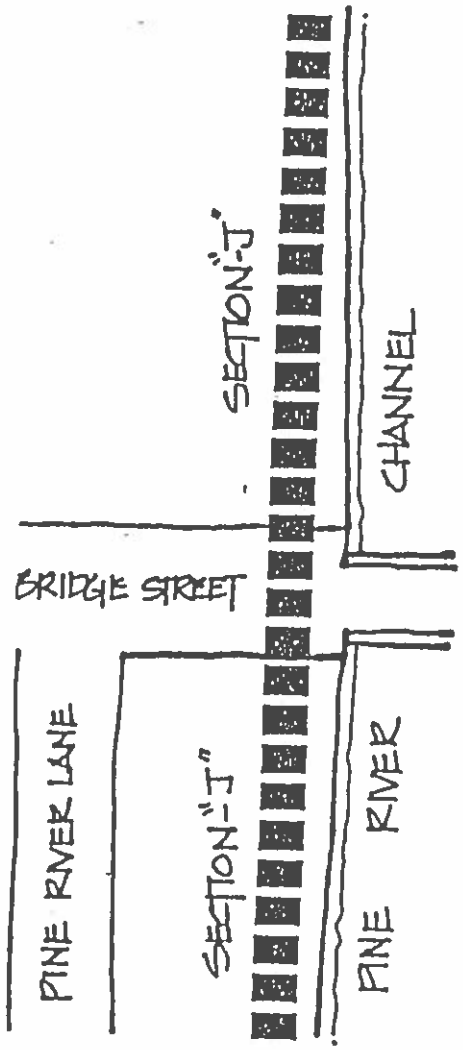
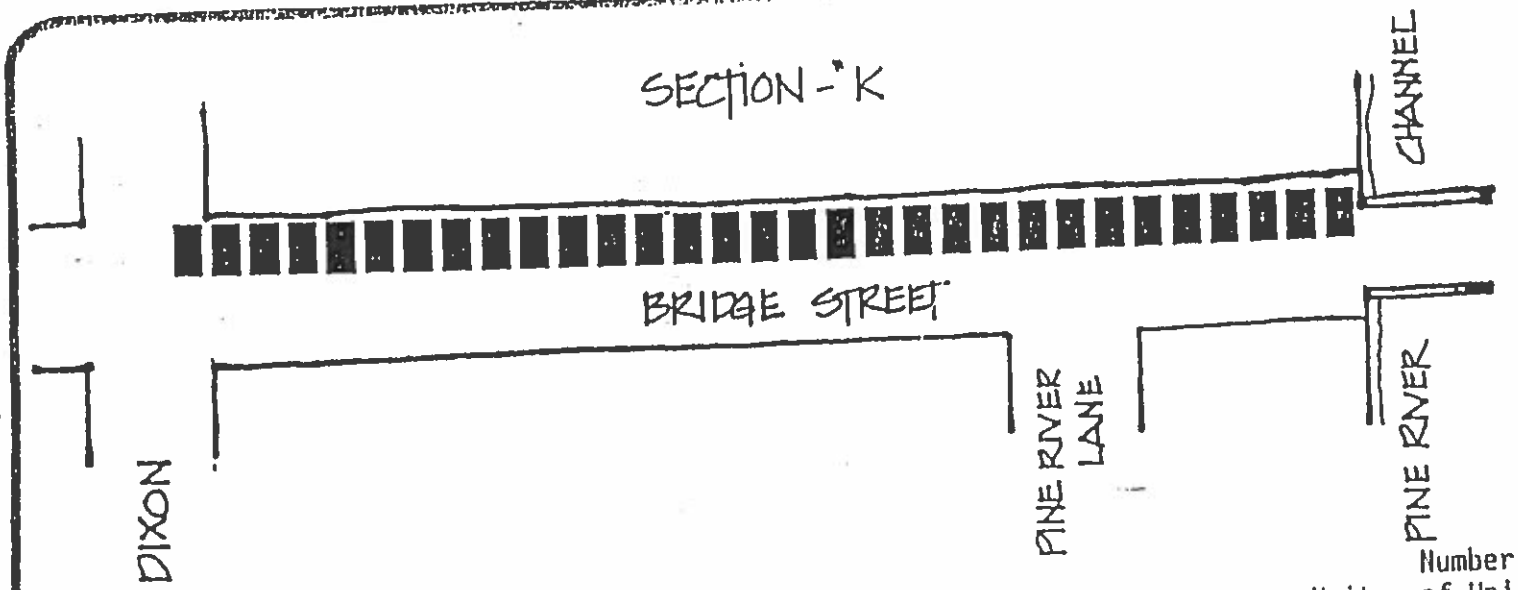


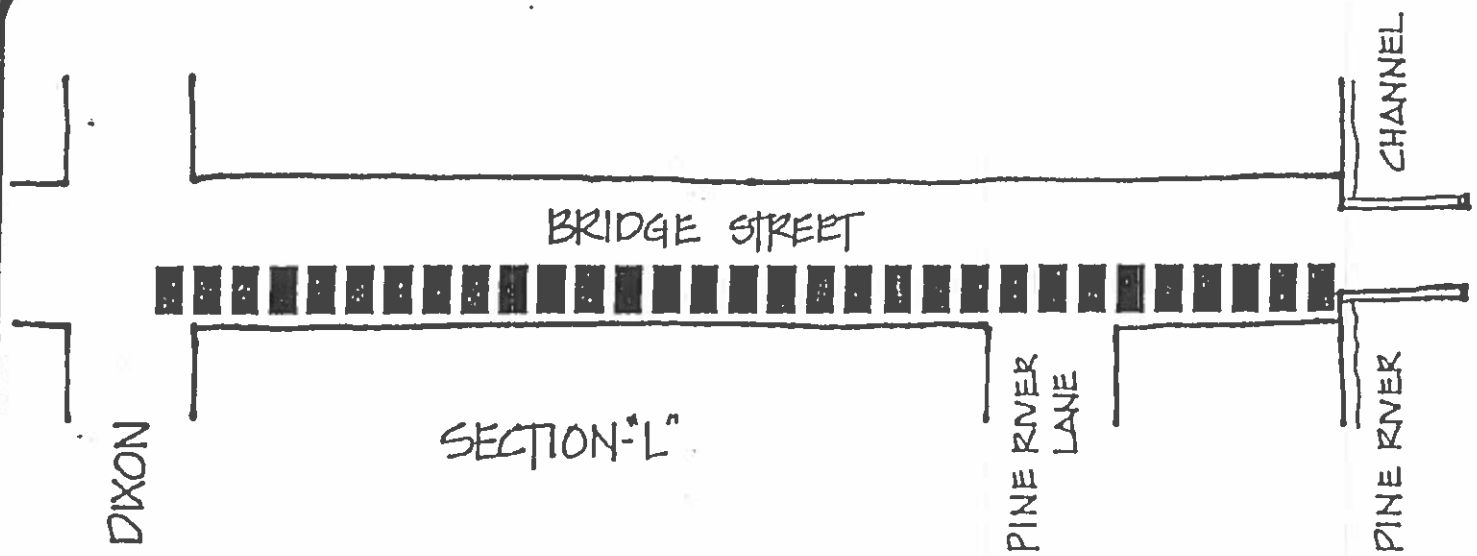
Item	Unit	Number of Units	Unit Price	Extension
SECTION "I" - Park to Pine River Channel, West Side				
1. Concrete Curb and Gutter	L.F.	180	$12.35	$2,223.00
2. Concrete Walk Paving	S.F.	1,152	$2.65	$3,053.00
3. Brick Walk Paving	S.F.	768	$7.25	$5,568.00
4. Reset and Paint Tree Grates	EA.	1	$100.00	$100.00
5. New Tree Guards	EA.	2	$120.00	$240.00
6. New Trees	EA.	1	$150.00	$150.00
7. New Tree Grates	EA.	1	$175.00	$175.00
8. Street Lights	EA.	2	$985.00	$1,970.00
9. Pedestrian Lights	EA.	2	$935.00	$1,870.00
10. Waste Containers	EA.	1	$300.00	$300.00
11. Crosswalk Striping	S.F.	216	$1.50	$324.00
12. Reset Signage	Lump Sum			$150.00
SECTION "I" TOTAL				$16,123.00



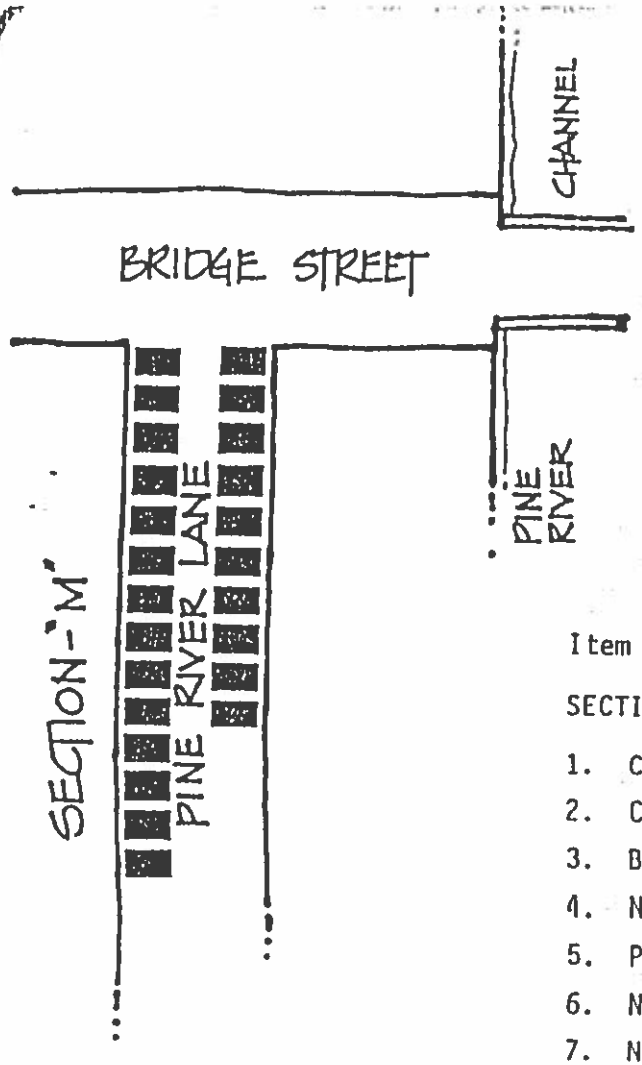
Item	Unit	Number of Units	Unit Price	Extension
SECTION "J" - North Side Pine River Channel				
1. Fence Openings and New Fencing	Lump Sum			$900.00
2. Boardwalk under Bridge (8' wide)	S.F.	504	$12.00	$6,048.00
3. Lighting Under Bridge	EA.	2	$175.00	$350.00
4. Boardwalk on Piles East of Bridge(8'wide)	S.F.	640	$18.00	$11,520.00
5. Bank Stabilization(& Fill East of Bridge)	L.F.	120	$35.00	$4,200.00
6. Pedestrian Lighting	EA.	5	$935.00	$4,675.00
7. New Trees	EA.	8	$175.00	$1,400.00
8. On Grade Boardwalk From Piles Supported to Mooring Site (8' Wide)	S.F.	1,200	$6.00	$7,200.00
9. Landscaping, Seeding and Shrubs	Lump Sum			$1,800.00
SECTION "J" TOTAL				$38,093.00



Item	Unit	Number of Units	Unit Price	Extension
SECTION "K" - Pine River Channel to Dixon, East Side				
1. Remove Parking Lane	S.F.	5,500	$1.75	$9,625.00
2. Concrete Curb and Gutter	L.F.	580	$12.35	$7,163.00
3. Topsoil and Seed Terrace	S.Y.	627	$2.35	$1,473.00
4. Steel Floral Bed Edging	L.F.	470	$2.50	$1,175.00
5. Concrete Walk Paving	S.F.	2,340	$2.65	$6,201.00
6. Brick Walk Paving	S.F.	600	$7.25	$4,350.00
7. Street Lights	EA.	5	$985.00	$4,925.00
8. Pedestrian Lights	EA.	5	$935.00	$4,675.00
9. Planters	EA.	2	$430.00	$860.00
10. Street Trees	EA.	10	$150.00	$1,500.00
11. Reset Signage	Lump Sum			$200.00
12. Crosswalk Striping	S.F.	240	$1.50	$360.00
SECTION "K" TOTAL				$42,507.00



Item	Unit	Number of Units	Unit Price	Extension
SECTION "L" - Pine River Channel to Dixon, West Side				
1. Remove Parking Lane	S.F.	4,150	$1.75	$7,263.00
2. Concrete Curb and Gutter	L.F.	495	$12.35	$6,113.00
3. Topsoil and Seed Terrace	S.Y.	553	$2.35	$1,299.00
4. Steel Floral Bed Edging	L.F.	410	$2.50	$1,025.00
5. Concrete Walk Paving	S.F.	6,014	$2.65	$15,937.00
6. Brick Walk Paving	S.F.	1,270	$7.25	$9,208.00
7. Street Lights	EA.	5	$985.00	$4,925.00
8. Pedestrian Lights	EA.	6	$935.00	$5,610.00
9. Planters	EA.	4	$430.00	$1,720.00
10. Street Trees	EA.	10	$150.00	$1,500.00
11. Reset Signage	Lump Sum			$200.00
12. Crosswalk Striping (Bridge and Dixon)	S.F.	384	$1.50	$576.00
SECTION "L" TOTAL				$55,376.00



Item	Unit	Number of Units	Unit Price	Extension
SECTION "M" - Pine River Lane - North and South Sides				
1. Concrete Curb and Gutter	L.F.	465	$12.35	$5,743.00
2. Concrete Walk Paving	S.F.	1,096	$2.65	$5,024.00
3. Brick Walk Paving	S.F.	1,264	$7.25	$9,164.00
4. New Street Lights	EA.	4	$985.00	$3,940.00
5. Pedestrian Lights	EA.	4	$935.00	$3,740.00
6. New Trees	EA.	9	$150.00	$1,350.00
7. New Tree Grates	EA.	6	$175.00	$1,050.00
8. Tree Guards	EA.	6	$120.00	$720.00
9. Crosswalk Striping (Pine River)	S.F.	168	$1.50	$252.00
10. Power Conduits for Lighting	L.F.	400	$1.75	$700.00
		SECTION "M" TOTAL		$31,683.00

Item	Unit	Number of Units	Unit Price	Extension
STREET SURFACING				
1. Block A - B: Hurlbut to Antrim	S.Y.	2,438	$2.50	$6,095.00
2. Block C - D: Antrim to Mason	S.Y.	1,416	$2.50	$3,540.00
3. Block E - F: Mason to Clinton	S.Y.	2,121	$2.50	$5,303.00
4. Block G - H - I: Clinton to Channel	S.Y.	4,029	$2.50	$10,073.00
5. Block K - L: Channel to Dixon	S.Y.	3,287	$2.50	$8,218.00
6. Special Pedestrian Crossing at Hotel Entry and Pine River Lane	S.F.	5,220	$3.25	$16,965.00
7. Block M: Pine River Lane	S.Y.	1,650	$2.50	$4,125.00
STREET SURFACING TOTAL				$54,319.00
TRAFFIC SIGNALS				
1. Pine River Channel South Side:				
a. Long Arm Units	EA.	1	$6,280.00	$6,280.00
2. Clinton Intersection:				
a. Long Arm Units	EA.	3	$6,280.00	$18,840.00
b. Single Standard	EA.	1	$3,790.00	$3,790.00
3. Pine River Lane Intersection:				
a. Long Arm Units	EA.	2	$6,280.00	$12,560.00
b. Single Arm Units	EA.	2	$3,790.00	$7,580.00
4. Dixon Avenue Intersection:				
a. Long Arm Units	EA.	6	$6,280.00	$25,120.00
TRAFFIC SIGNAL TOTAL				$74,170.00

Detail Topographic and Site Area Survey	Lump Sum	$5,760.00
Professional Fees for Contruction Plans and Details, Contract Documents and Bidding Assistance, and Construction Coordination.	6.98% of $605,569.00	$42,270.00

COST SUMMARY

Section "A"	$7,596.00
Section "B"	$18,578.00
Section "C"	$33,562.00
Section "D"	$32,164.00
Section "E"	$40,569.00
Section "F"	$48,259.00
Section "G"	$61,264.00
Section "H"	$45,624.00
Section "I"	$16,123.00
Section "J"	$38,093.00
Section "K"	$42,507.00
Section "L"	$55,376.00
Section "M"	$31,683.00
Street Surfacing	$54,319.00
Traffic Signals	$74,170.00
Site Survey	$5,760.00
Professional Services	$42,270.00
Phase I Total Cost Projection	$647,917.00

Exhibit "D" is the City of Charlevoix Waterfront Areas Management and City Master Plan. This document is on file at the City Manager's Office, City Hall, 210 State Street, Charlevoix, Michigan. The document is too large to be included in the text of this Tax Increment Financing and Development Plan.

Exhibit "D"

Ten Year Projection of Captured Taxes

DOWNTOWN IMPROVEMENT PROJECT
City of Charlevoix, Michigan

New Market Value	
Weathervane Restaurant	$ 250,000
Parking Deck, Conference Center	800,000
Firm Hotel	3,500,000
Weathervane Motel	1,100,000
Total Market:	$5,650,000
Play It Safe	$5,500,000
Assessed Value	
Assessment Ratio	x .50
Total Assessed	$2,750,000
Captured Value	
Value Subject to Abatement	- 1,250,000
Total Captured Value	$1,500,000
Annual Captured Taxes	
Combined Mill Rate	x .046
Total	$ 69,000
Term of Development Plan (years)	x 10
Total Projected Captured Taxes	$ 690,000

M.C. SMITH & ASSOCIATES, INC
LANDSCAPE ARCHITECTURE • LAND PLANNING
PARK & RECREATION PLANNING • URBAN DESIGN
529 GREENWOOD AVENUE S.E. EAST GRAND RAPIDS, MICHIGAN 495[illegible]

PRELIMINARY DEVELOPMENT COST PROJECTIONS
DOWNTOWN AREA PUBLIC IMPROVEMENTS
CITY OF CHARLIVOIX,
MICHIGAN
NOVEMBER 1982

AREA "A" PUBLIC IMPROVEMENTS

"A" - Round Lake Waterfront from Belvedere to Pine River Channel

1.	Site Preparation, Grading, Removals, Topsoil and Related Alterations	$43,400.00
2.	New Bituminous Drive and Parking Paving, Complete with Base	$41,630.00
2.	Concrete Walk Paving, Complete with Base, Grading and Surface Treatments	$211,520.00
4.	New Pool with Fountains, Control Equipment and Coping, etc. complete	$3,620.00
5.	New Play Apparatus Area Complete with Site Preparation, Edging, Surfacing, Drainage, Play Equipment, Benches, etc.	$28,000.00
6.	Paved Steps and Edgings including Walls Less Than 3' high, and Curbing	$68,145.00
7.	New Public Building Construction including Restroom Building, Shade Structure and Viewing Shelter and Decks	$128,050.00
8.	Site Furniture including Benches, Tables, Grills, Trash Receptacles, Signage, Drinking Fountains and Pedestrian Lighting	$45,500.00
9.	Landscaping with Trees, Shrubs, Seeding, Tree Grates and Lighting	$35,100.00
10.	New Permanent Finger Piers and Temporary Floating Pier for Seasonal Use	$75,300.00
	Total Public Improvements Area "A"	$655,065.00

AREA "B" PUBLIC IMPROVEMENTS

"B" - Bridge Street from Antrim Avenue to Pine River Channel

1.	Site Preparation, Grading, Removals, Relocations and related alterations	$41,880.00
2.	New Street Improvements including Resurfacing Curb and Gutter, Parking and Edge Paving, Lining and Cross Walks	$104,800.00
3.	New Walk, Public Space and Special Area Paving	$169,150.00
4.	New Concrete Planters Complete with Walls, Curbing, Soil and Landscape Plantings	$84,525.00
5.	Street Furniture including Benches, Trash Containers, Pedestrian Lights, Drinking Fountains, Phone Booths, Signage, Bollards, Flag Poles and Public Sculpture	$53,340.00
6.	Landscaping with Street Trees, Shrubs and Ground Covers	$7,560.00
	Total Public Improvements Area "B"	$461,255.00

AREA "C" PUBLIC IMPROVEMENTS

"C" - Antrim to Mason Avenue between Bridge and State Streets

1.	Site Preparation, Grading, Removals, Relocations and related alterations	$42,075.00
2.	Bituminous Drives, Parking and Streets Complete with Curbing, Lighting and Signage	$112,100.00
3.	Concrete Sidewalk, Court Area and Parking Access Paving	$51,420.00
4.	Street Furniture including Benches, Trash Receptacles, Pedestrian Lighting, Signage, Bollards, Phone Booths, etc.	$24,990.00
5.	Landscape Planting including Seeding, Shrubs, Trees, Ground Covers and Mulches	$11,980.00
	Total Public Improvements Area "C"	$242,565.00

AREA "D" PUBLIC IMPROVEMENTS

"D" - Mason to Clinton Street between Bridge and State Streets

1.	Site Preparation, Grading, Removals and Related Alterations	$47,625.00
2.	New Bituminous Parking, Drives and Streets Complete with Curbs, Lighting, Signage and Lining	$151,100.00
3.	Concrete Walks and Special Paving Complete	$30,450.00
4.	Street Furniture including Benches, Trash Receptacles, Pedestrian Lighting	$17,935.00
5.	Walkway Canopies	$24,700.00
6.	Landscaping including Trees, Shrubs, Seeding, Ground Covers and Mulches	$17,745.00
	Total Public Improvements Area "D"	$289,555.00

AREA "E" PUBLIC IMPROVEMENTS

"E" - Clinton to Park Avenue between Bridge and State Streets

1.	Site Preparation, Grading, Removals and Related Alterations	$26,970.00
2.	New Bituminous Parking, Drives and Streets with Curbing, Lining, Lighting and Signage	$89,350.00
3.	New Concrete Walk, Court and Special Areas Paving	$70,560.00
4.	Covered Walkway Canopies	$103,490.00
5.	Street Furniture including Benches, Waste Containers, Pedestrian Lighting, Signage, Bollards, etc.	$23,430.00
6.	Landscaping including Trees, Shrubs, Seeding, Ground Covers and Mulches	$13,900.00
	Total Public Improvements Area "E"	$327,700.00

AREA "F" PUBLIC IMPROVEMENTS

"F" - Park Avenue to Pine River Channel from Bridge Street to Lake Michigan

1.	Site Preparation, Grading, Removals and Related Alterations	$7,250.00
2.	New Bituminous Paving including Street Resurfacing, Drives, Parking, Curbing, Street Lighting, etc.	$39,790.00
3.	New Concrete Walk and Court Paving and Special Areas Paving Along Street	$19,990.00
4.	Concrete Walks, Wood Boardwalks, Decks and Shelter Structures Along Channel with Same Lighting as on the North Side and Furniture	$127,490.00
5.	Street Furniture including Benches, Trash Receptacles, Pedestrian Lighting, Signage, Bollards, etc.	$3,675.00
6.	Landscaping including Trees, Shrubs and Turf Plantings	$5,410.00
	Total Public Improvements Area "F"	$203,607.00
	Total Public Improvements Downtown Area	$2,179,745.00

ORDINANCE NO. 517

An Ordinance to amend the Development Plan and Tax Increment Financing Plan of the Charlevoix Downtown Development Authority.

THE CITY OF CHARLEVOIX ORDAINS:

WHEREAS, A Regular session of the Charlevoix City Council was held on August 7, 1989 at 7:00 p.m. for the purpose of holding a Public Hearing on a proposed amendment to the Charlevoix Downtown Development Authority Development Plan and Tax Increment Financing Plan, and

WHEREAS, The Charlevoix City Council has determined that the attached amendment with any modifications as noted below constitutes a public purpose, together with the originally adopted Development Plan and Tax Increment Financing Plan meets all statutory requirements, is reasonable and necessary to carry out the purpose of the Downtown Development Authority Act and is in reasonable accord with the Master Plan of the municipality, and

WHEREAS, The land included within the development area as amended is reasonably necessary to carry out the purposes of the Plan and of the aforesaid Act in an efficient and economically feasible manner and public services, such as fire and police protection will, if developed according to the Plan as amended, be adequate to service the project area, and

WHEREAS, Public Notice of the proposed amendment and this hearing having been given as required by statute and the Public Hearing having been held,

NOW THEREFORE BE IT ORDAINED that the Amendment to the Charlevoix Downtown Development Authority Development Plan and Tax Increment Financing Plan as attached hereto is adopted as follows:

FIRST AMENDMENT TO
TAX INCREMENT FINANCING PLAN
AND
DEVELOPMENT PLAN
CHARLEVOIX DOWNTOWN DEVELOPMENT AREA

CHARLEVOIX DOWNDOWN DEVELOPMENT AUTHORITY
CHARLEVOIX, MICHIGAN

The completion of some projects and the planning for other projects make it appropriate to amend the original Tax Increment Financing Plan and Development Plan (hereafter both plans are jointly referred to as the "Original Plan"). Rather than just amending specific sections to both plans, this amendment is intended as a general supplemental to both and should be read in conjunction with both plans. The Downtown Development Authority has completed or is in the process of completing those projects listed in Exhibit "H" which is attached. This amendment will also permit the implementation of secondary improvements as described in the original plan. New projects which will begin as soon as possible and will be completed by 1999 within the boundaries of the district are listed in Exhibit "I" which is attached as well as those projects called secondary improvements in the original plan. Financing for all of these projects shall conform to the original plan. Nothing in this amendment shall prohibit the Downtown Development Authority from implementing or completing Phase I and II of the primary improvements as described in the original plan.

Ordinance No. 517 - page 2

The original plan and this amendment are also subject to existing or future contracts among different taxing entities regarding a distribution of captured tax revenue and the termination of the Downtown Development Authority. A revised projection of captured tax revenue for the Downtown Development Authority including contractually required refunds to other taxing entities is set forth in Exhibit "J" as attached. Except as modified by this amendment the original Tax Increment Financing Plan and Development Plan shall remain in full force and effect.

CITY OF CHARLEVOIX
DDA EXPENDITURE HISTORY
7-10-89

EXHIBIT "H"

EXPENDITURE HISTORY	1984	1985	1986	1987	1988	1989	TOTAL
	$1,920	$34,581	$31,719	$172,842	$168,997	$39,386	$469,445
					*UNAUDITED YTD		

PROJECTS:	COMPLETE	IN PROGRESS	YTD Amount	Total Bal Due	
Channel Walkway Lighting	X		97,683		
Architectual Study Of Pump Station-East Park	X		52,428		
Engineering of Downtown Sidewalks		X	923,979		
Erber Parking Lot, Alley Brick, Lighting and Landscape	X		896,240		
Hoffman Park	X		971,878		
Interpretive Display-East Park		X	**	Combined w/Hoffman Park	
Purchase of Post Office		X	674,648	$16,616	
Purchase of White House		X	926,233	$64,935	
Purchase of Channel Bank Property	X		914,804		
Sidewalk Improvements/Repair	X		929,214		
Sidewalk/Streetscape/Lighting (Points No	X		947,272		
Underbridge Walkway-North	X		935,381		
Update of Master Plan		X	97,488		
General Non-Specific Projects*			931,171		
* Urban Design Services (Wolhiebel), Public Restroom Design, Traffic & Parking Study (Lyles & Assoc).			$469,445	*	

EXHIBIT "I"

DOWNTOWN DEVELOPMENT AUTHORITY PLAN LIST
July, 1989

I. SIDEWALKS, WALKWAYS AND VIEWING AREA

(A) Remove curb and gutter, sidewalks and other miscellaneous infrastructure items, as required, construct new sanitary sewer, curb and gutter, sidewalks with brick treatment, trees with grates, benches, trash containers, and other miscellaneous streetscape items along with associated drainage systems, watering systems for trees, sound system installation including underground conduits and other miscellaneous infrastructure items in Bridge Street and Michigan Avenue between Dixon Avenue and Hurlbut Street and also in the east and west streets and alleys between Round Lake and mid-block between Bridge and State Streets. $ 800,000

II. PARKING AREA IMPROVEMENTS

(A) Rework parking on Mason Street -- East of Bridge Street 50,000

(B) Reconstruct the New Layout, parking Lot and alley between the channel and Clinton Street along Round Lake east of Bridge Street. 75,000

(C) Renovate parking lot between Mason and Clinton - South of East-West alley 25,000

Ordinance No. 517 - page 3

(D) Construct parking lot - White property, 108 Clinton	$ 30,000
(E) Implement parking program in part using lease - development program with private property owners (Traverse City example), including Oleson's Plaza	
(F) Acquire lands between Park Avenue and Clinton Street (Seeley building) & construct Parking Lot-area of Library, improve alleys in area.	100,000
III. WASHROOMS AND OTHER BUILDING IMPROVEMENTS	
(A) Enlarge & remodel Chamber of Commerce building	50,000
(B) Consolidate Beaver Islander Building with pump station & restrooms North end of Central Business District. (Council suggested restrooms near parking lot at 108 Clinton Street.)	250,000
IV. OPEN SPACE AND PARK IMPROVEMENTS	
(A) Improve walkway around Round Lake, particularly from Park Avenue to South Channel walkway - construct South Channel under bridge walkway	40,000
(B) Waterfront park area, including Bridge Park - Clinton Street to Pine River Channel - Bridge Park - Construct new walkways, balance of improvements, grading, landscaping, sprinkler system, etc.	100,000
(C) Install new light fixtures - East Park	30,000
V. SIGNAGE	
(A) Develop private signage program, revise sign ordinance and work with business owners to obtain participation and compliance	10,000

FUTURE PROJECTS
(Not by priority)

(A) Demolish Post Office & complete City Hall Parking	30,000
(B) Acquire Properties in District and construct parking lots	775,000
(C) Chamber of Commerce Building (1) Add barrier free sidewalks, (2) Construct balance of walkway and steps (3) Rework landscaping	35,000
(D) Mason Street-(street end)-Improve appearance	25,000
(E) Rework Veteran's Park (1) Construct walkways and steps (2) Plantings to enhance area	20,000
(F) Shoppers dinghy dock	

(G) Construct bathrooms and possibly a gazebo or other facility in East Park.	$ 50,000
(H) Miscellaneous similar projects to those listed above	590,000
(I) Re-do Shuffle Board Courts in same location	15,000
(J) Water Tower Area Improvement - Park and/or Parking	100,000
TOTAL	$ 3,200,000

EXHIBIT "J"

BUDGET YEARS 1989-90 THROUGH 1998-99

	1989-90 TAX DOLLARS	1990-1999 TAX DOLLARS	10 YR TOTAL TAX DOLLARS
PROJECTED CAPTURE	$402,100	$402,100	$4,021,000
CAPTURE LESS INFLATION FACTOR	$350,500	$350,500	$3,505,000
LESS REFUNDS TO TAXING ENTITIES (Assuming current proposed agreements are in effect)			
CHX PUBLIC SCHOOLS*	$0	($81,325)	($731,925)
I.S.D.	$0	$0	
COUNTY	($6,300)	($6,300)	($63,000)
*(Refund to start in 1990-91)			
NET INCOME	$344,200	$262,875	$2,710,075
X 1/10 YEARS			
TOTAL PROJECTED CAPTURE	$344,200	$2,365,875	$2,710,075

All estimates are based on 1989 income.

CITY OF CHARLEVOIX
6-13-89
DDA FUTURE REVENUE PROJECTIONS

YEAR	OTHER DDA REVENUE	DDA* CAPTURE	CHX SCHOOL REFUND @ 25%	GRANDVUE REFUND	NET DDA INCOME
1989	$34,000	$350,500	$0	$6,300	$378,200
1990	$34,000	$350,500	$81,325	$6,300	$296,875
1991	$34,000	$350,500	$81,325	$6,300	$296,875
1992	$34,000	$350,500	$81,325	$6,300	$296,875
1993	$34,000	$350,500	$81,325	$6,300	$296,875
1994	$34,000	$350,500	$81,325	$6,300	$296,875
1995	$34,000	$350,500	$81,325	$6,300	$296,875
1996	$34,000	$350,500	$81,325	$6,300	$296,875
1997	$34,000	$350,500	$81,325	$6,300	$296,875
1998	$34,000	$350,500	$81,325	$6,300	$296,875
	$340,000	$3,505,000	$731,925	$63,000	$3,050,075

Ordinance No. 517 was adopted with the following yea and nay vote:

YEAS: Councilmembers Whitley,Muma,Russell,Potter & Haggard
NAYS: None
ABSENT: Councilmember Probert

Arlene L. Staley, City Clerk

Gary N. Probert, Mayor

I certify this is a true copy of Ordinance No. 517 which was adopted by the Charlevoix City Council at a regular meeting on August 21, 1989 and published in the Charlevoix Courier on August 30, 1989.

Dated: Aug 21, 1989

Arlene L. Staley, City Clerk

ORDINANCE NO. 585

AN ORDINANCE TO AMEND THE DEVELOPMENT PLAN AND TAX INCREMENT FINANCING PLAN OF THE CHARLEVOIX DOWNTOWN DEVELOPMENT AUTHORITY.

WHEREAS, A session of the Charlevoix City Council was held at 6:00 p.m. on the 18th day of November, 1991 for the purpose of holding a Public Hearing on a proposed amendment to the Charlevoix Downtown Development Authority Development Plan and Tax Increment Financing Plan; and

WHEREAS, The Charlevoix City Council has determined that the attached amendment with any modifications as noted below constitutes a public purpose, together with the originally adopted Development Plan and Tax Increment Financing Plan meets all Statutory requirements, is reasonable and necessary to carry out the purpose of the Downtown Development Authority Act and is in reasonable accord with the master plan of the Municipality, and

WHEREAS, The land included within the development area as amended is reasonably necessary to carry out the purposes of the Plan and of the aforesaid Act in an efficient and economically feasible manner and public services, such as fire and police protection and utilities will, if developed accordin to the Plan as amended, be adequate to service the project area; and

WHEREAS, Public notice of the proposed amendment and this Hearing having been given as required by statute and the Public Hearing having been held,

THE CITY OF CHARLEVOIX ORDAINS:

That the Amendment to the Charlevoix Downtown Development Authority Development Plan and Tax Increment Financing Plan as attached hereto is adopted except as modified as follows :

That the following wording be added to the second paragraph "; provided that such carry-overs have previously been agreed to by contract with the taxing entities."

SECOND AMENDMENT TO TAX INCREMENT FINANCING PLAN AND DEVELOPMENT PLAN - CHARLEVOIX COWNTOWN DEVELOPMENT AREA
CHARLEVOIX DOWNTOWN DEVELOPMENT AUTHORITY, CHARLEVOIX, MICHIGAN

This is the Second Amendment to the original Tax Increment Financing Plan and Development Plan and their First Amendment (hereafter both plans as amended are jointly referred to as the "Original Plan").

The Development plan is hereby clarified to acknowledge carry-over of unspent captured monies from one year to the next. All carry-over shall be incorporated with monies currently being captured and may only be spent consistent with the development plan and all amendments to the plan; provided that such carry-overs have previously been agreed to by contract with the taxing entities. Except as modified by this amendment, the original plan as amended shall remain in effect. The following are new projects that shall begin as soon as possible. Financing for the new projects shall conform to the original plan as amended. The new projects and their estimated costs added by this amendment are:

1. STATE STREET WATER SYSTEM IMPROVEMENTS. This project involves making improvements to the water system in the downtown area consistent with the water master plan and included, but is nc limited to, a twelve inch (12") main tapping into ten ("10") main in Park Avenue and then running south in State Street to Hurlbut Street and then East in Hurlbut Street to Bridge Street. The project shall also include making such additional improvements as are necessary to increase water pressure in the DDA area. The estimated cost is $175,000. The financing of this project may als involve reimbursing the First State Bank of Charlevoix and/or the City of Charlevoix for expenditures advanced by these entities to begin implementation of this project.

2. STREET LIGHTING. This project includes the installati of decorative lighting as well as underground conduits and other appurtenances in Bridge Street and Michigan Avenue between Dixon Avenut and Hurlbut Street and also in east and west streets and alleys between Round Lake and mid-block between Bridge and State Streets as originally proposed in Item 1(A) in Exhibit "I" to the First Amendment to the Original Plan. The estimated cost is $150,000.

Ordinance No. 585 was hereby adopted on the 11th day of November, 1991 by the Charlevoix City Council with the following yea and nay vote:

YEAS: Councilmembers Gaskin, Haggard, Felter and Hoffman
NAYS: Councilmembers Russell and Cross
ABSENT: None.

Arlene L. Staley, City Clerk

David Novotny, Mayor

I certify that this is a true copy of Ordinance No. 585 that was adopted at a regular meeting of the Charlevoix City Council held on November 18, 1991 and was published in the Charlevoix Courier on November 27, 1991.

Dated: December 10, 1991

Arlene L. Staley, City Clerk

ORDINANCE NO. 612

An Ordinance to amend the Development Plan and Tax Increment Financing Plan of the Charlevoix Downtown Development Authority by adding a new Section 1.301 to Chapter 7 of Title I of the City Code which will read as set forth below.

THE CITY OF CHARLEVOIX ORDAINS:

WHEREAS, a special session of the Charlevoix City Council was held on February 28, 1994 at 7:00 P.M. for the purpose of holding a Public Hearing on a proposed third amendment to the Charlevoix Downtown Development Authority Development Plan and Tax Increment Financing Plan, and

WHEREAS, the Charlevoix City Council has determined that the attached third amendment with any modifications as noted below constitutes a public purpose, together with the originally adopted Development Plan and Tax Increment Financing Plan meets all statutory requirements, is reasonable and necessary to carry out the purpose of the Downtown Development Authority Act and is in reasonable accord with the Master Plan of the municipality, and

WHEREAS, the land included within the development area as amended is reasonably necessary to carry out the purposes of the Plan and of the aforesaid Act in an efficient and economically feasible manner and public services will be adequate to service the project area, and

WHEREAS, public notice of the proposed third amendment and this hearing having been given as required by statute and the public hearing having been held,

NOW, THEREFORE IT IS ORDAINED that this Third Amendment to the Charlevoix Downtown Development Authority Development Plan and Tax Increment Financing Plan is adopted as follows:

DOWNTOWN DEVELOPMENT AUTHORITY
OF THE
CITY OF CHARLEVOIX

Third Amendment to the Tax Increment Finance and Development Plan

This document constitutes the Third Amendment to the Tax Increment Financing and Development Plan (the original Tax Increment Financing Plan and the Development Plan and all amendments will collectively be called the Plan). The original Plan as amended remains in effect except as specifically amended or supplemented by this document.

Recently, the Authority has crystallized plans for further improvements to the Downtown District. Accordingly, it is appropriate to amend the Plan at this time to describe the proposed improvements as well as how the Authority will pay for such projects.

The projects being added to the Plan are described in Exhibit 1 (attached). The Authority will pay for these projects on a cash basis without bonding. Exhibit 1 is a list of potential projects. The Charlevoix Downtown Development Authority (DDA) will decide when, and if, each project will be implemented. No

persons will be displaced because of these projects.

Since all projects will be financed on a cash basis without bonding, no additional impact is anticipated on other taxing jurisdictions within the Downtown District.

In addition to the projects listed in Exhibit 1, the duration of the Plan is amended to continue through December 31, 2013. Accordingly, Section V of the original Plan which stated that the Plan would last until 2002 will no longer be operative.

Ordinance No. 612 was hereby adopted on the 28th day of February, by the Charlevoix City Council with the following yea and nay vote:

YEAS: Councilmembers Cross,Reid,Felter & Hoffman
NAYS: Councilmembers Russell & Meggison
ABSENT: None.

State of Michigan)
)ss
City of Charlevoix)

Jo Anne Patrick, City Clerk

David Novotny, Mayor

I certify that this is a true copy of Ordinance #612 that was adopted at a special meeting of the Charlevoix City Council on February 28, 1994 and was published in the Charlevoix Courier on March 9, 1994.

Jo Anne Patrick, City Clerk

EXHIBIT 1
PROJECT LIST FOR THIRD AMENDMENT TO
DDA TAX INCREMENT FINANCE AND DEVELOPMENT PLAN

1. Descriptive Name -- Bridge Park - Property Acquisition from MDOT to Allow Implementation of Bridge Park Plan

Location -- Immediately east of Bridge Street and immediately south of the current access drive to the Beaver Island Boat Company. The parcels are more specifically described as Liber 118, pages 460, 463, 520 and 546.

Description of project -- Acquisition of parcel with Liber #118, page 546 from the Michigan Department of Transportation to allow for the construction of a lift station/restroom building and offices for the Beaver Island Boat Company. Also possible acquisition of parcels described in Liber 118, pages 460, 463 and 520, as required from MDOT to implement the Bridge Park plan. Final design may include some portion of a lift station on these parcel and/or may require the construction of underground storage for the Coast Guard.

Description of stages -- There is only one stage of the project anticipated and that would be the purchase of the property as required. A second stage may be required should the Coast Guard requirements not be known until completion of the first stage. The acquisition is anticipated to be taken place before July 1, 1995.

Description of parts of the development that are to be left as open space and the use contemplated for the space -- A majority of the parcels are contemplated to be used as open space with park use being contemplated on the westerly portion of properties and walkways and parking lot being planned for the easterly portions of the property. A lift station/restroom/Beaver Island Boat Company office is contemplated under a portion of the planned park area, but the building will be depressed and park will be reconstructed on top of the structures.

Project financing -- It is anticipated that the acquisitions will be funded through tax increment financing on a cash basis

Project Cost Estimate -- Estimated cost of acquisition is $250,000.

2. Descriptive Name -- Purchase and Development of MDOT Property Immediate North of the Pine River Building

Location -- 15' of property measured in a north-south direction immediately north of Pine River Building. The Pine River Building is more specifically described as tax # 242-007.

Description of the Project -- The project proposes to acquire the 15' of the MDOT property immediately north of the Pine River Building and to construct a handicapped accessible walkway and other park amenities to complement the area parks and to ensure that the property is left as park/open space.

Description of Stages -- The first stage of the project would be to acquire the property. It is anticipated that this stage would take place by July 1, 1995. The second stage of the project would be to construct a walkway and other park

in State Street between Park Avenue and Antrim Street and in Antrim, Mason, Clinton and Park Avenue between Bridge Street and State Street.

Description of Project -- The project includes the purchase and installation of the street lights including required footings, conduit for the street lights, as well as future sound system and electrical outlets and the conduit and wiring for same.

Description of Stages -- It is determined that the installatior and the reconstructed streets would be completed by December 1, 1996.

Project Financing -- It is anticipated that the project will be financed with tax increment financing on a cash basis.

Project Cost Estimate - $75,000.

amenities. The second stage is anticipated to be completed by July 1, 1997.

Description of parts of the development that are to be left as open space and the use contemplated for the space -- It is anticipated that all of the property currently in open space will remain so. It is planned that the property would involve handicapped sidewalk construction and other open space plantings, etc.

Project Financing -- It is anticipated that the project would be financed through tax increment financing.

Project Cost Estimate -- Acquisition of property - estimated $25,000. Development of property estimate $25,000.

3. Descriptive Name -- Water Main Construction in Antrim, Mason and Clinton Streets between Bridge and State Streets

Description of Project -- Water main installation in Antrim, Mason and Clinton Streets between Bridge Street and State Street.

Description of Stages -- It is anticipated that the construction will take place under one construction contract. It is anticipated that the project will completed by December 1, 1996.

Description of parts of the development that are to be left as open space and the use contemplated for the space -- NA -- This is underground construction.

Project Financing -- It is anticipated that the project will be paid for with tax increment financing on a cash basis and possibly supplemented by City General Fund revenues.

Project Cost Estimate -- $25,000.

4. Descriptive Name -- Coast Guard Storage Area

Location -- Under the bank in the park area known as Bridge Park.

Description of Project -- The project is planned to accomodate the needs of the Coast Guard for what storage area they need up to a maximum of 3,100 square feet in their operations of a Coast Guard vessel in downtown Charlevoix.

Description of Stages -- It is anticipated that the project will be completed in one stage by December 1, 1996.

Description of parts of the development that are to be left as open space and the use contemplated for the space -- It is anticipated that the area above the storage area will remain as park area, therefore all of the area in the project will remain as open space.

Project Financing -- It is anticipated that the project will be financed with tax increment financing on a cash basis.

Project Cost Estimate -- $50,000.

5. Descriptive Name -- Street light acquisition and installation

Location -- The acquisition and installation of street lights

refusal or similar legal mechanism which will allow purchase of the property in the future. Ultimately, if the property can be purchased, the building may be renovated or demolished, depending upon cost estimates and potential uses of the site. If the existing building is demolished, a new building may be erected to accommodate the needs of a new use. Funding for the purchase and any intermediate steps such as a right of first refusal will come from Downtown Development Authority funds collected pursuant to the Development Plan/Tax Increment Plan.

(2) Resale or Lease.

All or part of the site may be resold or leased to public and/or private entities, depending on the contemplated use and the terms of the proposed transaction.

(3) Additional Parking.

A portion of the site may be used to help accommodate parking needs for the downtown area.

(4) Public Park

Part of the site may also be used as a public park which will serve nearby residential areas and preserve and promote natural beauty in the downtown area.

(5) Mixed Public/Private Use.

The site may also be studied to determine whether a mix of public and private uses will best serve the needs of the downtown development area and the community as a whole.

The financing for the projects within the Development Area added by the 2002 amendment shall conform to the original Development and Tax Increment Financing Plan, as amended.

(3) As provided in Section 1.301 of the City Code, the Development and Tax Increment Financing Plan, as amended, shall continue through December 31, 2013, except as extended by a subsequent amendment to or modification of the plan by appropriate ordinance.

(4) A copy of the Development and Tax Increment Financing Plan, as amended, shall be maintained on file in the city clerk's office cross-indexed to the Development Plan and Tax Increment Financing Plan Ordinance, as amended.

Section 3. Amendment of Section 1.288.

Section 1.288 of the Charlevoix City Code is hereby amended to read in its entirety as follows:

1.288 Boundaries of development area.

The boundaries of the development area set forth in the development plan shall include the property in the City of Charlevoix, Charlevoix County, Michigan as described in Section 1.276 of the Charlevoix City Code.

Section 4. Effective Date.

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

Ordinance No. 681 was hereby adopted on the 18th day of November, 2002 by the Charlevoix City Council as follows:

Moved by Councilman Haggard and supported by Councilman Chamberlain to adopt Ordinance No. 681. Ordinance No. 681 was adopted by the following yea and nay vote:

Yeas: Councilmembers Campbell, Carlson, Chamberlain, Gibson, Haggard, and Bellows.
Nays: None.
Absent: None.

STATE OF MICHIGAN)
) §
CITY OF CHARLEVOIX)

Bea Parton
Bea Parton Deputy Clerk

Gabe Campbell
Gabe Campbell Mayor

I certify that this is a true copy of Ordinance No. 681 that was adopted at a regular meeting of the Charlevoix City Council on November 18, 2002 and published in the Charlevoix Courier on November 27, 2002.

Bea Parton
Bea Parton Deputy Clerk

12/3/02
Date

CITY OF CHARLEVOIX
210 STATE ST. CHARLEVOIX, MICH. 49720

CITY OF CHARLEVOIX
ORDINANCE NO. 700 OF 2005

AN ORDINANCE TO ADOPT THE FOURTH AMENDMENT TO THE DEVELOPMENT AND TAX INCREMENT FINANCING PLAN OF THE CHARLEVOIX DOWNTOWN DEVELOPMENT AUTHORITY WHICH PROVIDES FOR ADDITIONAL PROJECTS AND IMPROVEMENTS TO THE DOWNTOWN DEVELOPMENT DISTRICT AND WHICH PROVIDES FOR THE FINANCING OF THOSE PROJECTS AND IMPROVEMENTS AND ALSO EXTENDS THE DEVELOPMENT AND TAX INCREMENT FINANCING PLAN THROUGH MAY 26, 2026 AND TO ADD SECTIONS 1.302 AND 1.303 TO TITLE I, CHAPTER 7 OF THE CITY CODE

THE CITY OF CHARLEVOIX ORDAINS:

Section 1. Addition of Section 1.302 - Adoption of the Fourth Amendment to the Development and Tax Increment Financing Plan.

The Fourth Amendment to the Development and Tax Increment Financing Plan is approved, as described below, and Section 1.302 is added to Title I, Chapter 7 of the City Code which shall be entitled "Fourth Amendment to the Development and Tax Increment Financing Plan" and shall read as provided in Exhibit 1 to this ordinance. This approval is intended to allow for the planning for all of those projects described in Exhibit 1. Since all proposed projects would take place on land owned by the City or land over which the City has jurisdiction, no project shall proceed beyond the planning stage without specific approval by the City Council.

Section 2. Addition of Section 1.303 - Amendment to the Duration of the Development and Tax Increment Financing Plan.

Section 1.303 is added to Title I, Chapter 7 of the City Code and shall read as follows:

Section 1.303. Amendment to the Duration of the Development and Tax Increment Financing Plan.

The Development and Tax Increment Financing Plan, as amended, shall continue through and including December 31, 2026, except as extended by a subsequent amendment to or modification of the plan by appropriate ordinance and Section 1.287 is superceded to the extent that the duration of the Development and Tax Increment Financing Plan is being extended through December 31, 2026.

Section 3. Effective Date.

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

Exhibit 1
Project List for the Fourth Amendment to the
DDA Tax Increment Financing and Development Plan

1. **Descriptive Name – Marina Construction**

Location – The Marina extends from Antrim Street to a point approximately 200 feet north of the Clinton Street right-of-way along the shores of Round Lake and extends into Round Lake.

Description of Project – The project includes obstructions and removals along the bulkhead, shore sheeting the bulkhead, four floating pier systems extending into Round Lake, miscellaneous shopper docks construction on the north and south end of the project, construction of electric, water and sanitary sewer lines to service the docks, and supporting tie backs for shore sheeting.

Description of Stages – There is only one stage of the project anticipated. Construction is planned to start in the Fall of 2005 and be completed in the Spring/Summer of 2006.

Description of Parts of the Development That Are to Be Left as Open Space and the Use Contemplated and Use Contemplated for the Space – The water surface not taken up by the dock system will be open space, except when used by vessels for moorage.

Project Financing – It is anticipated that the project will be financed in part by a grant from the Michigan DNR Waterways Commission. See section 7 regarding financing for the remainder of the project.

Project Cost Estimate – The estimated cost of the marina is $4,829,500.

2. **Descriptive Name – East Park Construction**

Location – Between Antrim Street, Clinton Street, Bridge Street and Round Lake in downtown Charlevoix.

Description of Project – The project includes numerous removals in the site area, including a section of the street end to relocate the street, reconstruction of the street area with storm systems, curb and gutter and bituminous paving, numerous walkways with concrete pavement, special pavement and brick pavement, construction of a fish pond, site railings, irrigation system, numerous park amenities, such as benches, trash receptacles, etc, site lighting and all other elements normally included in a park system of this type. The submarine memorial will not be permanently relocated without prior approval from Council.

Description of Stages – It is anticipated that the project will be completed in either one or two stages. Stage one to begin in the Fall of 2005 with completion in the Spring of 2006. Stage two to begin in the Fall of 2006 and completed in the Spring/Summer of 2007.

Description of Parts of the Development That Are to Be Left as Open Space and the Use Contemplated for the Space – The entire area, except for the construction of a Marina Building described below, a fish pond, existing band shell and rest room structure will be open space with grass and paved walkway areas.

Project Financing – It is anticipated that the project will be financed in part by a grant from the Michigan DNR Waterways Commission. See section 7 regarding financing for the remainder of the project

Project Cost Estimate – The cost estimate for the project is estimated at $2,610,597.

3. **Descriptive Name – Harbormaster Building**

Location – The Harbormaster building will be placed at the foot of Clinton Street between the street ending and Round Lake.

Description of Project – The Harbormaster building will include facilities to house the Marina staff, amenities for the boaters, public restrooms, and a deck on top of the building for public viewing.

Description of Stages – There is only one stage of the project anticipated. Construction is planned to start in the Fall of 2005 and be completed in the Spring/Summer of 2006.

Description of Parts of the Development That Are to Be Left as Open Space and the Use Contemplated – The top of the building, the pedestrian overlook, will be left as open space.

Project Financing – It is anticipated that the project will be financed in part by a grant from the Michigan DNR Waterways Commission. See section 7 regarding financing for the remainder of the project

Project Cost Estimate – $1,473,869.

4. **Descriptive Name – Storm Sewer Construction**

Location – In Mason Street from Round Lake to the west side of Bridge Street and in Clinton Street from the Round Lake to approximately one-half way to Bridge Street.

Description of Project – The project includes 48 - 60" diameter pipe in Mason Street and a 24" diameter pipe in Clinton Street, along with associated manholes etc. and pollution control devices.

Description of Stages – There is only one stage of the project anticipated. Construction is planned to start in the Fall of 2005 and be completed in the Spring/Summer of 2006.

Description of Parts of the Development That Are to Be Left as Open Space and the Use Contemplated and Use Contemplated for the Space – Not applicable.

Project Financing – See section 7 regarding financing for the remainder of this project.

Project Cost Estimate – The estimated cost is $316,344.

5. **Descriptive Name – Off-Site Parking**

Location – The southeast corner of the old Middle School site on Mason Street.

Description of Project – The parking lot is proposed with curb and gutter construction, bituminous surface along with appropriate drainage systems and landscaped islands.

Description of Stages – It is anticipated that the parking lot will be constructed during phase one, which has a planned construction start of Fall 2005, with a completion date of Spring/Summer 2006.

Description of Parts of the Development That Are to Be Left as Open Space and the Use Contemplated – The only open space contemplated in the parking lot are green grassed islands and a parameter of grass around the parking lot.

Project Financing – It is anticipated that the project will be financed in part by a grant from the Michigan DNR Waterways Commission. See section 7 regarding financing for the remainder of the project

Project Cost Estimate – $165,600

6. **Descriptive Name – Personnel**

The Downtown Development Authority (DDA) may hire personnel to promote the retail, economic and business advantages of the downtown area and to perform such other services as are authorized by Act 197 of 1975, as

amended (the Act), or as may be specified by the DDA.

7. **Financing of Projects and Personnel**

Personnel that may be hired by the DDA will be paid out of the general revenue of the DDA which comes from "captured millage" and millage that is specifically assessed for the DDA. The other projects that are described in this amendment will be financed, in whole or in part, by the issuance of bonds as authorized by law. Installment contracts, as authorized by Act 99 of 1933, may also be used. As noted earlier, some projects may be funded in part by state grants as well.

Regarding bonding, the DDA's financial consultant and bond counsel will recommend the type of bonds to be issued and terms of such bonds. The preliminary estimate of bonding potential is $6.4 million. Until firm project cost estimates can be obtained, it should be assumed that the total amount of bonds to be issued will be the maximum amount that is authorized by law. It is anticipated that bonds will be issued in 2005. The DDA has successfully issued bonds for past projects. Based on information obtained from the financial consultant regarding the likely "life" of the bonds, it is recommended that the Development and Tax Increment Financing Plan be extended through December 31, 2026.

8. **Descriptive Name – Removal of Existing Band Shell, Fish Pond and Restroom Building; construction of a new pavilion/performance building, with amphitheater seating.**

This project is specifically excluded from this Fourth Amendment to the Plan. Thus, the DDA shall not undertake this project unless authorized by a later amendment to the Plan.

Ordinance Certification

Ordinance No. 700-05 was hereby adopted on the 14th day of March, 2005, by the Charlevoix City Council as follows:

Motion by: Councilmember Bill Bellows
Seconded by: Councilmember Bob Timms

Yeas: Council members Gibson, Haggard, Timms, Bellows, and Campbell.
Nays: None.
Absent: None.
Abstain: Councilmember Sherm Chamberlain.

Carol A. Ochs, City Clerk

Norman Carlson, Mayor

I certify that this is a true copy of Ordinance No. 700 of 2005 that was adopted at a regular meeting of the Charlevoix City Council on March 14, 2005 and published in the *Charlevoix Courier* on March 23, 2005.

Carol A. Ochs, City Clerk

April 25, 2005

CITY OF CHARLEVOIX
ORDINANCE NO. 708 of 2005

AN ORDINANCE TO ADOPT THE FIFTH AMENDMENT TO THE DEVELOPMENT AND TAX INCREMENT FINANCING PLAN OF THE CHARLEVOIX DOWNTOWN DEVELOPMENT AUTHORITY WHICH RELOCATES THE BANDSHELL IN THE DOWNTOWN DEVELOPMENT DISTRICT AND TO ADD SECTION 1.304 TITLE I, CHAPTER 7 OF THE CITY CODE

THE CITY OF CHARLEVOIX ORDAINS:

Section 1. Addition of section 1.304 - Adoption of the Fifth Amendment to the Development and Tax Increment Financing Plan.

The Fifth Amendment to the Development and Tax Increment Financing Plan is approved and is attached as Exhibit 1. Section 1.304 is added to Title I, Chapter 7 of the City Code and shall read as provided in Exhibit 1. This approval is intended to allow for the planning for all of the project described in Exhibit 1. Since the proposed project would take place on land owned by the City, the project shall not proceed beyond the planning stage without specific approval by the City Council.

Section 2. Effective Date.

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

Exhibit 1
Project List for the Fifth Amendment to the
DDA Tax Increment Financing and Development Plan

1. **Descriptive Name – Removal of Existing Band Shell, Fish Pond and Restroom Building; construction of a new pavilion/performance building, with amphitheater seating.**

Location – The existing band shell, Fish Pond and Restroom Building to be demolished is located on Round Lake, just north of the Mason Street right-of-way. The proposed pavilion/performance building, with amphitheater seating. The proposed location is immediately north of the Antrim Street right-of-way between Bridge Street and Round Lake.

Description of Project – The project includes the removal of the current band shell, fish pond and restroom facility. The construction of a new pavilion/performance building, including public restrooms, amphithealer seating for the pavilion.

Description of Stages – It is anticipated that the demolition and construction would take place in the second phase of the construction period beginning in the Fall of 2006 and be completed in the Spring/Summer of 2007.

Description of Parts of the Development That Are to Be Left as Open Space and the Use Contemplated – The location where the existing band shell, fish pond and restroom facility is removed will be open space.

Project Financing – This project will be financed by the general revenue of the DDA which comes from "captured millage" and millage that is specifically assessed for the DDA, by the use of installment contracts, as authorized by Act 99 of 1933, by bonding or a combination of this methods.

If bonding will be used, the DDA's financial consultant and bond counsel will recommend the type of bonds to be issued and terms of such bonds. The amount of bonds which might be issued cannot be determined until firm project cost estimates are obtained. It is anticipated that bonds would be issued in 2005 or 2006. The DDA has successfully issued bonds for past projects.

Project Cost Estimate – $ 1,490,642

Ordinance No. 708-05 was hereby enacted by the City of Charlevoix in a General Election held the 8th day of November, 2005 and certified by the Charlevoix County Board of Canvassers the 9th day of November, 2005.

STATE OF MICHIGAN)
) ss
CITY OF CHARLEVOIX)

Carol A. Ochs, City Clerk

Norman L. Carlson, Jr. Mayor

I certify that this is a true copy of Ordinance No. 708 that was adopted at a General Election of the City of Charlevoix November 8, 2005, and published in the *Charlevoix Courier* on November 30, 2005.

Carol A. Ochs, City Clerk

12-1-05
Date

CITY OF CHARLEVOIX
Ordinance No. 724 of 2007

AN ORDINANCE TO ADOPT THE SIXTH AMENDMENT TO THE DEVELOPMENT AND TAX INCREMENT FINANCING PLAN OF THE CHARLEVOIX DOWNTOWN DEVELOPMENT AUTHORITY WHICH PROVIDES FOR THE DEVELOPMENT AND CONSTRUCTION OF AN INTERACTIVE WATER FEATURE IN EAST PARK AND WHICH PROVIDES FOR THE FINANCING OF THAT PROJECT AND TO ADD SECTION 1.305 TO TITLE I, CHAPTER 7 OF THE CITY CODE

THE CITY OF CHARLEVOIX ORDAINS:

Section 1. Addition of Section 1.305 - Adoption of the Sixth Amendment to the Development and Tax Increment Financing Plan.

The Sixth Amendment to the Development and Tax Increment Financing Plan is approved, as described below, and Section 1.305 is added to Title I, Chapter 7 of the City Code which shall be entitled "Sixth Amendment to the Development and Tax Increment Financing Plan" and shall read as provided in Exhibit 1 to this ordinance. This approval is intended to allow for the planning for the project described in Exhibit 1.

Section 2. Effective Date.

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

ADOPTED, this 17th day of September, 2007.

Ordinance Certification

Ordinance No. 724 of 2007 was hereby adopted on the 17th day of September, 2007 by the Charlevoix City Council as follows:

Motion by: Sherm Chamberlain
Seconded by: Greg Stevens

Yeas: Chamberlain, Gennett, Gibson, Stevens, Timms
Nays: Beer
Absent: None

STATE OF MICHIGAN)
)ss
CITY OF CHARLEVOIX)

Exhibit 1
Project List for the Sixth Amendment to the
DDA Tax Increment Financing and Development Plan

1. **Descriptive Name – Interactive Water Feature**

Location – The Interactive Water Feature will be located in the Harbormaster Plaza near the Trout Stream in Charlevoix's East Park.

Description of Project – Jets of water will leap out of the plaza and disappear back into the plaza surface. Children of all ages will be able to splash and play in the fountains while the less adventurous can view the water display from the roof gardens of the

Harbormaster Building, the Trout Stream path and the Harbormaster Plaza. The Fountain will be an attraction to a wide range of audiences and located at the north end of the park. The fountain will not interfere with performances taking place at the Pavilion.

Description of Stages – There is only one stage of the project anticipated. Construction is planned to start in the Fall/Winter of 2007 and be completed in the Spring/Summer of 2008.

Description of Parts of the Development That Are to Be Left as Open Space and the Use Contemplated and Use Contemplated for the Space – The project consists of an interactive water feature. The water feature will be at ground level and will not affect the park's open space.

Project Financing – It is anticipated that the project will be financed in part by tax increment financing and the Marina Fund.

Project Cost Estimate – The estimated cost of the Interactive Water Feature is not to exceed $380,000, of which $280,000 will come from the Marina and DDA Funds, and at least 25% of the final cost to come from private donations or grants.

CITY OF CHARLEVOIX
COUNTY OF CHARLEVOIX, STATE OF MICHIGAN
RESOLUTION 2006-06-03

RESOLUTION AUTHORIZING
LIMITED TAX GENERAL OBLIGATION DEVELOPMENT BONDS, SERIES 2006

Minutes of a regular meeting of the City Council of the City of Charlevoix, County of Charlevoix, State of Michigan (the "City") held in the City on June 5, 2006 at 7:00 o'clock p.m., Eastern Daylight Savings Time.

PRESENT: Members Sherm Chamberlain, Shirley Gibson, Bill Haggard, Bob Timms, and Gene Beer
ABSENT: Member Gabe Campbell

The following preamble and resolution were offered by Member Sherm Chamberlain and supported by Member Bill Haggard:

WHEREAS, this City Council by Ordinance has approved a Tax Increment Financing and Development Plan, as amended (the "Plan") for the Downtown Development Area ("Development Area") of the City of Charlevoix Downtown Development Authority (the "DDA") pursuant to Act 197, Public Acts of Michigan, 1975, as amended (the "Act"); and

WHEREAS, the DDA has advised the City that the DDA anticipates that it will have available the projected tax increment revenues set forth on Exhibit A hereto; and

WHEREAS, the DDA has requested the City to issue its limited tax general obligation bonds in one or more series to finance the cost of certain improvements within the Development Area as more fully described in the Plan (the "Project"); and

WHEREAS, this City Council determines that it is necessary and appropriate at this time to issue a series of limited tax general obligation bonds pursuant to Section 16 of the Act to finance the cost of the Project; and

WHEREAS, it is the determination of the City Council that at this time limited tax general obligation bonds in the principal amount of not to exceed Five Million Five Hundred Thousand Dollars ($5,500,000) should be issued for the purpose of paying all or part of the cost of the Project.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The DDA has estimated that the estimated tax increment revenue of the Development Area will be as shown on Exhibit A attached hereto and by this reference made a part hereof, which estimate is hereby approved and adopted by this City Council.

2. Bonds of the City designated LIMITED TAX GENERAL OBLIGATION DEVELOPMENT BONDS, SERIES 2006 (the "Bonds") are authorized to be issued in the aggregate principal sum of not to exceed Five Million Five Hundred Thousand Dollars ($5,500,000) for the purpose of paying the costs of the Project and the costs incidental to the issuance, sale and delivery of the Bonds. The issue shall consist of Bonds in fully-registered form in the denomination of $5,000 each, or multiples thereof not exceeding for each maturity the maximum principal amount of that maturity, numbered in order of registration, dated as of the date of their delivery to the original purchaser thereof, bear interest at a rate not to exceed six percent (6%), and mature in the principal amounts and be payable as to principal and interest at the times and in the manner set forth in Sections 7 and 8 hereof. The Bonds shall be subject to redemption prior to maturity as set forth in Sections 7 and 8 hereof. The Bonds may be sold to the initial purchaser at a price of not less than 98% of par.

   Interest shall be payable to the registered owner of record as of the 15th day of the month preceding each interest payment date. The record date of determination of registered owner for purposes of payment of interest as provided in this paragraph may be changed by the City to conform to market practice in the future. Interest shall be payable by check or draft drawn on the Transfer Agent (as hereinafter defined) mailed to the registered owner at the registered address, as shown on the registration books of the City maintained by the Transfer Agent. The principal of the Bonds shall be payable upon presentation and surrender to the Transfer Agent.

   LaSalle Bank, N. A., Troy, Michigan be and is hereby appointed as bond registrar, paying agent and transfer agent (the "Transfer Agent") for this issue. The City reserves the right to replace the Transfer Agent at any time upon written notice to the registered owners of record of the Bonds not less than sixty (60) days prior to an interest payment date.

3. The Bonds of this issue shall be executed in the name of the City with the manual or facsimile signatures of the Mayor and Clerk and shall have the seal of the City, or a facsimile thereof, printed or impressed on the Bonds. No Bond shall be valid until authenticated by an authorized officer or representative of the Transfer Agent. The Bonds shall be delivered to the Transfer Agent for authentication and be delivered by the Transfer Agent to the purchaser or other person in accordance with instructions from the City Treasurer upon payment of the purchase price for the Bonds in accordance with the bid therefor when accepted. The bonds may be issued in book-entry-only form through The Depository Trust Company, New York, New York.

4. The Transfer Agent shall keep the books of registration for this issue on behalf of the City. Any Bond may be transferred upon such registration books by the registered owner of record, in person or by the registered owner's duly authorized attorney, upon surrender of the Bond for cancellation, accompanied by delivery of a duly executed written instrument of transfer in a form approved by the Transfer Agent. Whenever any Bond or Bonds shall be surrendered for transfer, the City shall execute and the Transfer Agent shall authenticate and deliver a new Bond or Bonds, for like aggregate principal amount. The Transfer Agent shall require the payment by the bondholder requesting the transfer of any tax or other governmental charge required to be paid with respect to the transfer.

5. The Bonds shall be issued in anticipation of and payable in the first instance from payments required to be made by the DDA from tax increment revenues (the "Tax Increment Revenue Payments") pursuant to the Plan and a resolution adopted by the DDA (the "DDA Resolution"). In addition, the City hereby pledges its full faith and credit for the prompt payment of the Bonds. Should the Tax Increment Revenue Payments at any time be insufficient to pay principal of and interest on the Bonds as the same become due, then the City shall advance as a first budget obligation from its general funds available therefor, or, if necessary, levy taxes upon all taxable property in the City subject to applicable constitutional, statutory and charter tax rate limitations, such sums as may be necessary to pay said principal and interest. The City shall be reimbursed for any such advance by the DDA from tax increment revenues or other revenues of the DDA. The City Treasurer is authorized and directed to open a separate depositary account with a bank or trust company designated by the City Commission to be known as 2006 DOWNTOWN DEVELOPMENT BONDS DEBT RETIREMENT FUND (the "Debt Retirement Fund"), the moneys to be deposited into the Debt Retirement Fund to be specifically earmarked and used solely for the purpose of paying principal of and interest on the Bonds as they mature. Into said fund there shall be placed the accrued interest and premium, if any, received at the time of delivery of the Bonds. In addition, there shall be paid into the Debt Retirement Fund the Tax Increment Revenue Payments or other revenues as received from the DDA.

   The City reserves the right to issue additional bonds of equal standing with the Bonds as to the tax increment revenues to the extent permitted by law.

   In the event cash or direct obligations of the United States or obligations the principal of and interest on which are guaranteed by the United States, or a combination thereof, the principal of and interest on which, without reinvestment, come due at times and in amounts sufficient to pay at maturity or irrevocable call for earlier optional redemption, the principal of, premium, if any, and interest on the Bonds, shall be deposited in trust, this resolution shall be defeased and the owners of the Bonds shall have no further rights under this resolution except to receive payment of the principal of, premium, if any, and interest on the Bonds from the cash or securities deposited in trust and the interest and gains thereon and to transfer and exchange Bonds as provided herein.

6. The accrued interest and premium, if any, received upon sale of the Bonds, shall be deposited in the Debt Retirement Fund and the balance of the proceeds shall be deposited in a Construction Fund which shall be established by the City for the Project. Money in the Construction Fund shall be used by the City solely for payment of costs of the Project, or payment or redemption of the Bonds.

7. The Bonds shall be in substantially the following form:

UNITED STATES OF AMERICA
STATE OF MICHIGAN
COUNTY OF CHARLEVOIX

CITY OF CHARLEVOIX
LIMITED TAX GENERAL OBLIGATION DEVELOPMENT BOND,
SERIES 2006

Interest Rate	Maturity Date	Date of Original Issue	CUSIP

Registered Owner:

Principal Amount: Dollars

The CITY OF CHARLEVOIX, County of Charlevoix, State of Michigan (the "City"), for value received, promises to pay to the Registered Owner specified above, or registered assigns, the Principal Amount specified above, in lawful money of the United States of America, on the Maturity Date specified above, unless prepaid prior thereto as hereinafter provided, with interest thereon from the Date of Original Issue specified above or such later date to which interest has been paid, until paid, at the Interest Rate per annum specified above, first payable on April 1, 2007 and semiannually thereafter. Principal of this bond is payable upon presentation and surrender of this bond at the principal trust office of LaSalle Bank, N.A., Troy, Michigan, or such other transfer agent as the City may hereafter designate by notice mailed to the registered owner not less than sixty (60) days prior to any interest payment date (the "Transfer Agent"). Interest on this bond is payable to the person or entity which is the registered owner of record as of the 15th day of the month preceding the interest payment date as shown on the registration books of the City kept by the Transfer Agent, by check or draft mailed by the Transfer Agent to the registered owner of record at the registered address.

Principal of and interest on this bond are payable in the first instance from tax increment revenues to be received by the City from the City of Charlevoix Downtown Development Authority (the "Authority"). In addition, for prompt payment of this bond, both principal and interest, the full faith, credit and resources of the City are hereby irrevocably pledged. In case of insufficiency of revenues received by the Authority for the payment

of the principal of and interest on this bond, the City is obligated to pay the same as a first budget obligation from its general funds or from any taxes which it may levy within applicable constitutional, statutory and charter tax rate limitations.

This bond is one of a series of bonds of even original issue date aggregating the principal sum of $_,_00,000, issued pursuant to Act 197, Public Acts of Michigan, 1975, as amended, and a resolution duly adopted by the City Council of the City, for the purpose of defraying the cost of certain public improvements in the Development Area in the City as described in the Tax Increment Financing and Development Plan of the Authority. The City and the Authority have reserved the right to issue additional bonds payable from tax increment revenues to the extent permitted by law.

Bonds of this issue maturing in the years 2008 to 2017, inclusive, are not subject to redemption prior to maturity.

Bonds or portions of bonds in multiples of $5,000 of this issue maturing in the years 2018 through 2026, inclusive, shall be subject to redemption, at the option of the City, in such order as the City shall determine and within any maturity by lot, on any date on or after October 1, 2017, at par and accrued interest to the date fixed for redemption.

Notice of redemption of any bond or portion thereof shall be given by the transfer agent at least thirty (30) days prior to the date fixed for redemption by mail to the registered owner at the registered address shown on the registration books kept by the transfer agent. Bonds shall be called for redemption in multiples of $5,000 and any bond of a denomination of more than $5,000 shall be treated as representing the number of bonds obtained by dividing the denomination of the bond by $5,000 and such bond may be redeemed in part. Notice of redemption for a bond redeemed in part shall state that upon surrender of the bond to be redeemed a new bond or bonds in aggregate principal amount equal to the unredeemed portion of the bonds surrendered shall be issued to the registered owner thereof. No further interest on a bond or portion thereof called for redemption shall accrue after the date fixed for redemption, whether presented for redemption or not, provided funds are on hand with the transfer agent to redeem the bond or portion thereof.

This bond is transferable only upon the registration books of the City kept by the Transfer Agent by the registered owner of record in person, or by the registered owner's attorney duly authorized in writing, upon the surrender of this bond together with a written instrument of transfer satisfactory to the Transfer Agent duly executed by the registered owner or the registered owner's attorney duly authorized in writing, and thereupon a new registered bond or bonds in the same aggregate principal amount and of the same maturity shall be issued to the transferee in exchange therefor as provided in the resolution authorizing this bond, and upon the payment of the charges, if any, therein prescribed.

It is hereby certified and recited that all acts, conditions and things required by law to be done, precedent to and in the issuance of this bond and the series of bonds of which this is one, exist and have been done and performed in regular and due form and time as required by law, and that the total indebtedness of the City, including this bond and the series of bonds of which this is one, does not exceed any constitutional, statutory or charter debt limitation.

This bond is not valid or obligatory for any purpose until the Transfer Agent's Certificate of Authentication on this bond has been executed by the Transfer Agent.

IN WITNESS WHEREOF, the City of Charlevoix, County of Charlevoix, State of Michigan, by its City Council, has caused this bond to be signed in the name of the City by the facsimile signatures of its Mayor and Clerk and a facsimile of its corporate seal to be printed hereon, all as of the Date of Original Issue.

CITY OF CHARLEVOIX

County of Charlevoix
State of Michigan

By [facsimile]
Mayor

(SEAL)

Countersigned

[facsimile]
City Clerk

(Form of Transfer Agent's Certificate of Authentication)

DATE OF AUTHENTICATION:

CERTIFICATE OF AUTHENTICATION

This bond is one of the bonds described in the within-mentioned resolution.

_____,
_____, Michigan,
Transfer Agent

By _____
Authorized Representative

[Bond printer to insert form of assignment]

8. The City Clerk shall cause to be published a notice of sale of the Bonds in the Bond Buyer, New York, New York, or the Detroit Legal News, Detroit, Michigan or other authorized newspaper, at least seven (7) full days before the date fixed for the sale of the Bonds, and shall be in substantially the following form:

OFFICIAL NOTICE OF SALE

$5,500,000

CITY OF CHARLEVOIX
COUNTY OF CHARLEVOIX, STATE OF MICHIGAN

LIMITED TAX GENERAL OBLIGATION DEVELOPMENT BONDS,
SERIES 2006

SEALED BIDS for the purchase of the above bonds will be received by the undersigned at the City Clerk's office located at 210 State Street, Charlevoix, Michigan 49720, on _____, the ____ day of July, 2006, until 11:30 o'clock a.m., Eastern Daylight Savings Time, at which time and place said bids will be publicly opened and read. Sealed bids will also be received on the same date and until the same time by an agent of the undersigned at the office of Municipal Advisory Commission of Michigan, 1445 First National Building, Detroit, Michigan, 48226 when, simultaneously, the bids will be opened and read. The City Council will meet at 7:00 p.m., on that date at the City offices, to consider the award or rejection of bids.

FAXED BIDS: Signed bids may be submitted by fax by members of the Municipal Advisory Council of Michigan to the Municipal Advisory Council of Michigan at fax number (313) 963-0943; **provided that** faxed bids must arrive before the time of sale and the bidder bears all risks of transmission failure, and the GOOD FAITH DEPOSIT MUST BE MADE AND RECEIVED as described in the section captioned "GOOD FAITH" below.

ELECTRONIC BIDS: Electronic bids will also be received on the same date and until the same time by Bidcomp/Parity as agent of the undersigned. Further information about Bidcomp/Parity, including any fee charged, may be obtained from Bidcomp/Parity, Jennifer Emery or CLIENT SERVICES, 1359 Broadway, Second Floor, New York, New York 10018, (212) 849-5021. NO ELECTRONIC BID WILL BE ACCEPTED UNLESS THE BIDDER HAS SUBMITTED A FINANCIAL SURETY BOND IN THE AMOUNT DESCRIBED IN THE SECTION CAPTIONED "GOOD FAITH" BELOW.

Bidders may choose any means or location to present bids but a bidder may not present a bid in more than one location or by more than one means.

BOND DETAILS: Said bonds will be registered bonds of the denomination of $5,000 or multiples thereof not exceeding for each maturity the maximum principal amount of that maturity, originally dated as of the date of their delivery to the original purchaser thereof, numbered in order of registration, and will bear interest from their date payable on April 1, 2007, and semiannually thereafter.

The bonds will mature on the 1st day of October of each of the years, as follows:

Year	Amount
2008	15,000
2009	35,000
2010	100,000
2011	160,000
2012	180,000
2013	210,000
2014	240,000
2015	255,000
2016	275,000
2017	295,000
2018	315,000
2019	340,000
2020	360,000
2021	390,000
2022	415,000
2023	445,000
2024	470,000
2025 and 2026	500,000

TERM BOND OPTION: Bidders shall have the option of designating bonds as serial bonds or term bonds, or both. The bid must designate whether each of the principal amounts shown above for the years 2008 through 2026, inclusive, represents a serial maturity or maturity or a mandatory redemption requirement for a term bond maturity. A bidder may designate more than one term bond maturity. All such designation must be made as part of the bid for the bonds.

PRIOR REDEMPTION: Bonds of this issue maturing in the years 2008 to 2017, inclusive, are not subject to redemption prior to maturity. Bonds or portions of bonds in multiples of $5,000, maturing in the years 2018 through 2026, inclusive, shall be subject to redemption, at the option of the City, in such order as the City shall determine and within any maturity by lot, on any date on or after October 1, 2017, at par and accrued interest to the date fixed for redemption.

Notice of redemption of any bond or portion thereof shall be given by the transfer agent at least thirty (30) days prior to the date fixed for redemption by mail to the registered owner at the registered address shown on the registration books kept by the transfer agent. Bonds shall be called for redemption in multiples of $5,000 and any bond of a denomination of more than $5,000 shall be treated as representing the number of bonds obtained by dividing the denomination of the bond by $5,000 and such bond may be redeemed in part. Notice of redemption for a bond redeemed in part shall state that upon surrender of the bond to be redeemed a new bond or bonds in aggregate principal amount equal to the unredeemed portion of the bonds surrendered shall be issued to the registered owner thereof. No further interest on a bond or portion thereof called for redemption shall accrue after the date fixed for redemption, whether presented for redemption or not, provided funds are on hand with the transfer agent to redeem the bond or portion thereof.

MANDATORY REDEMPTION: The amounts of the maturities which are aggregated in a designated term bond shall be subject to mandatory redemption on October 1st of the years and in the amounts set forth in the maturity schedule at par, plus accrued interest to the date of mandatory redemption.

INTEREST RATE AND BIDDING DETAILS: The bonds shall bear interest at a rate or rates not exceeding 6% per annum, to be fixed by the bids therefor, expressed in multiples of 1/8 or 1/20 of 1%, or both. The interest on any one bond shall be at one rate only and all bonds maturing in any one year must carry the same interest rate. The difference between the highest and lowest interest rates bid shall not exceed 3%. No proposal for the purchase of less than all of the bonds or at a price less than 98% of their par value will be considered. INTEREST RATES BORNE BY THE BONDS MUST BE EQUAL TO OR GREATER THAN THE INTEREST RATE BORNE BY BONDS IN THE PRECEDING YEAR.

TRANSFER AGENT AND REGISTRATION: Principal and interest shall be payable at the designated office of LaSalle Bank, N.A., Troy, Michigan, or such other transfer agent as the City may hereafter designate by notice mailed to the registered owner of record not less than 60 days prior to an interest payment date. Interest shall be paid by check or draft mailed to the registered owner of record as shown on the registration books kept by the transfer agent as of the 15th day of the month prior to an interest payment date. The bonds will be transferred only upon the registration books of the City kept by the transfer agent.

PURPOSE AND SECURITY: The bonds are issued pursuant to Act 197, Public Acts of Michigan, 1975, as amended, in anticipation of the collection of certain tax increment revenue payments from the City of Charlevoix Downtown Development Authority (the "Authority") to the City for the purpose of paying the cost of certain public improvements within the Development Area of the City. The bonds will pledge the full faith and credit of the City as additional security for payment of the principal and interest thereon, and pursuant to such pledge, should the tax increment revenue payments primarily pledged be insufficient for payment, the City is obligated to make such payment as a first budget obligation from general funds or from any taxes which it may levy within applicable constitutional and statutory tax rate limitations. The City and the Authority have reserved

the right to issue additional bonds payable from tax increment revenues to the extent permitted by law. The rights or remedies of bondholders may be affected by bankruptcy, insolvency, fraudulent conveyance or other laws affecting creditors' rights generally, now existing or hereafter enacted, and by the application of general principles of equity including those relating to equitable subordination.

BOOK-ENTRY ONLY: The bonds will be issued in book-entry only form as one fully registered bond per maturity and will be registered in the name of Cede & Co., as bondholder and nominee for The Depository Trust Company ("DTC"), New York, New York. DTC will act as securities depository for the bonds. Purchase of the bonds will be made in book-entry-only form, in the denomination of $5,000 or any multiples thereof. Purchasers will not receive certificate representing their interest in bonds purchased. The book-entry-only system is described further in the preliminary official statement for the bonds.

GOOD FAITH: A certified or cashier's check drawn upon an incorporated bank or trust company or a Financial Surety bond, in the amount of $110,000 and payable to the order of the Treasurer of the City is required for each bid as a guarantee of good faith on the part of the bidder, to be forfeited as a portion of the City's damages if such bid be accepted and the bidder fails to take up and pay for the bonds. If a check is used, it must accompany each bid. If a Financial Surety Bond is sued, it must be from an insurance company licensed to issue such a bond in the State of Michigan and such Bond must be submitted to the Issuer's financial advisor at least one hour prior to the opening of the bids. The Financial Surety Bond must identify each bidder whose good faith deposit is guaranteed by such Financial Surety Bond. If the bonds are awarded to a bidder utilizing a Financial Surety Bond, then that purchaser (the "Purchaser") is required to submit its good faith deposit to the City in the form of a cashier's check (or wire transfer such amount as instructed by the City in the form of a cashier's check not later than Noon, Eastern Daylight Time, on the next business day following the award. If such good faith deposit is not received by that time, the Financial Surety Bond may be drawn by the City to satisfy the good faith deposit requirement. The good faith deposit will be applied to the purchase price of the bonds. In the event the Purchaser fails to honor its accepted bid, the good faith deposit will be retained by the City. No interest shall be allowed on the good faith check and checks of the unsuccessful bidders will be returned to each bidder's representative or by United Parcel Service Co. — Next Day Air Service. The good faith check of the successful bidder will be cashed and payment for the balance of the purchase price of the bonds shall be made at the closing.

AWARD OF BONDS: The bonds will be awarded to the bidder whose bid produces the lowest true interest cost determined in the following manner: the lowest true interest cost will be the single interest rate (compounded on April 1, 2007 and semi annually thereafter) necessary to discount the debt service payments from their respective payment dates to _____ 1, 2006, in an amount equal to the bid price, excluding accrued interest.

TAX MATTERS: In the opinion of bond counsel, assuming compliance with certain covenants, interest on the bonds is excluded from gross income for federal income tax purposes, as described in the opinion, and the bonds and interest thereon are exempt from all taxation in the State of Michigan except inheritance and estate taxes and taxes on gains realized from the sale, payment or other disposition thereof. The successful bidder will be required to furnish, prior to the delivery of the bonds, a certificate in a form acceptable to bond counsel as to the "issue price" of the bonds within the meaning of Section 1273 of the Internal Revenue Code of 1986, as amended.

"QUALIFIED TAX EXEMPT OBLIGATIONS": The City has designated the bonds as "qualified tax exempt obligations" for purposes of deduction of interest expense by financial institutions.

LEGAL OPINION: Bids shall be conditioned upon the approving opinion of Miller, Canfield, Paddock and Stone, P.L.C., attorneys of Detroit, Michigan, a copy of which opinion will be printed on the reverse side of each bond and the original of which will be furnished without expense to the purchaser of the bonds at the delivery thereof. The fees of Miller, Canfield, Paddock and Stone, P.L.C., for services rendered in connection with such approving opinion are expected to be paid from bond proceeds.

DELIVERY OF BONDS: The City will furnish bonds ready for execution at its expense. Bonds will be delivered without expense to the purchaser at Detroit, Michigan, or such other place to be agreed upon. The usual closing documents, including a certificate that no litigation is pending affecting the issuance of the bonds, will be delivered at the time of delivery of the bonds. If the bonds are not tendered for delivery by twelve o'clock noon, prevailing Eastern Time, on the 45th day following the date of sale, or the first business day thereafter if said 45th day is not a business day, the successful bidder may on that day, or any time thereafter until delivery of the bonds, withdraw his proposal by serving notice of cancellation, in writing, on the undersigned in which event the City Treasurer shall promptly return the good faith deposit. Payment for the bonds shall be made in Federal Reserve Funds. Accrued interest to the date of delivery of the bonds shall be paid by the purchaser at the time of delivery. Unless the purchaser furnishes the transfer agent with a list giving the denominations and names in which it wishes to have the certificates issued within 10 business days of the sale of the bonds, the bonds may be delivered in the form of a single certificate for each maturity registered in the name of the purchaser.

CUSIP NUMBERS: It is anticipated that CUSIP identification numbers will be printed on the bonds, but neither the failure to print such numbers on any bonds nor any error with respect thereto shall constitute cause for a failure or refusal by the purchaser thereof to accept delivery of and pay for the bonds in accordance with terms of the purchase contract. All expenses in relation to the printing of CUSIP numbers on the bonds shall be paid for by the City, except that the CUSIP Service Bureau charge for the assignment of such numbers shall be the responsibility of and shall be paid for by the purchaser.

CONTINUING DISCLOSURE: As described more fully in the Official Statement, the City will agree to provide or cause to be provided, in accordance with the requirements of Rule 15c2-12 (the "Rule") promulgated by the Securities and Exchange Commission, (i) on or prior to the last day of the sixth month following the end of the fiscal year of the City commencing with the fiscal year ended June 30, 2006, certain annual financial information and operating data, including audited financial statements for the preceding fiscal year generally consistent with the information

contained or cross-referenced in the Official Statement relating to the Bonds unaudited financial statements, or in the event audited financial statements are unavailable, (ii) respect to the Bonds and (iii) timely notice of a failure by the City to provide the required annual financial information on or before the date specified in (i) above.

OFFICIAL STATEMENT: A copy of the Official Statement may be obtained by contacting Robert W. Baird & Co., financial consultant to the City, 1001 Bay Street, Traverse City, Michigan 49684, telephone (231-933-8448). The Official Statement is in a form deemed final as of its date by the City for purposes of SEC Rule 15c2-12(b)1, but is subject to revision, amendment and completion of a final Official Statement. The successful bidder shall supply to the City, within twenty-four hours after the award of the bonds, all pricing information and any underwriter identification determined by the City to be necessary to complete the Official Statement.

The City will furnish to the successful bidder, at no cost, a reasonable number of copies of the final Official Statement within seven business days after the award of the bonds. Additional copies will be supplied upon the bidder's agreement to pay the cost of the City for those additional copies.

The City shall deliver, at closing, an executed certificate to the effect that as of the date of delivery the information contained in the Official Statement, including revisions, amendments and completions as necessary, relating to the City and the bonds is true and correct in all material respects, and that such Official Statement does not contain any untrue statement of a material fact or omit to state a material fact necessary to make the statements therein, in light of the circumstances under which they were made, not misleading.

BOND INSURANCE AT PURCHASER'S OPTION: If the Bonds qualify for issuance of any policy of municipal bond insurance or commitment therefor at the option of the bidder/purchaser, the purchase of any such insurance policy or the issuance of any such commitment shall be at the sole option and expense of the purchaser of the Bonds. Any increased costs of issuance of the Bonds resulting from such purchaser of insurance shall be paid by the purchaser, except that, if the Issuer has requested and received a rating on the Bonds from a rating agency, the Issuer will pay the fee for the requested rating. Any other rating agency fees shall be the responsibility of the purchaser. FAILURE OF THE MUNICIPAL BOND INSURER TO ISSUE THE POLICY AFTER THE BONDS HAVE BEEN AWARDED TO THE PURCHASER SHALL NOT CONSTITUTE CAUSE FOR FAILURE OR REFUSAL BY THE PURCHASER TO ACCEPT DELIVERY OF THE BONDS FROM THE ISSUER.

THE RIGHT IS RESERVED TO REJECT ANY OR ALL BIDS.

ENVELOPES containing the bids should be plainly marked "Proposal for Limited Tax General Obligation Development Bond, Series 2006."

Carol Ochs
City Clerk
City of Charlevoix

9. The estimated period of usefulness of the proposed Project is hereby declared to be not less than twenty five (25) years and its total cost is presently estimated to be Five Million Five Hundred Thousand Dollars ($5,500,000).
10. The City agrees, to the extent permitted by law, to take all actions within its control necessary to maintain the exclusion of the interest on the Bonds from gross income for federal income tax purposes under the Internal Revenue Code of 1986, as amended, including but not limited to actions relating to the rebate of arbitrage earnings and the expenditure and investment of Bond proceeds and money deemed to be Bond proceeds.
11. The City Council hereby expressly approves obtaining and using funds derived from the proceeds of the Bonds to finance the activities of the DDA as described in the Plan.
12. The City hereby designates the Bonds as "qualified tax exempt obligations" for purposes of the deduction of interest expense by financial institutions.
13. The City covenants it shall comply with the requirements of Rule 15c2-12 of the Securities and Exchange Commission regarding continuing disclosure (the "Rule") and hereby appoints the City Treasurer or his or her designee as its Disclosure Representative to act in accordance with the Rule.
14. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same hereby are rescinded.

AYES: Members Chamberlain, Gibson, Haggard, Timms, Beer
NAYS: None
ABSENT: Member Campbell

RESOLUTION DECLARED ADOPTED.

Carol A. Ochs, City Clerk

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the City Council of the City of Charlevoix, County of Charlevoix, State of Michigan, at a regular meeting held on June 5, 2006, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

June 14, 2006
Dated

Carol A. Ochs, City Clerk

Charlevoix Downtown Development Authority and Main Street

Old Business

Title: Big Belly Information

Date: June 27, 2022

Presented By: Mark Heydlauff, City Manager

Background:

The Executive Director has been in contact with sales staff at Big Belly regarding the potential purchase of additional units. You can see the information she obtained. I suggest you determine a budget for the amount you might wish to spend on updating waste and recycling receptacles and DPW Superintendent Pat Elliott, the Executive Director, and I can determine the placement and type of units to install. I'm not sure if you plan to do this in the current budget year or wait for next, but given we are halfway through the summer, I'd suggest you focus on a spring 2023 roll-out.

Recommendation:

Board discussion and direction.

Attachments:

1. Bigbelly & Charlevoix Follow up & Recap

Bigbelly & Charlevoix Follow up & Recap

Tuesday, May 31, 2022 4:52 PM

Subject	**Bigbelly & Charlevoix Follow up & Recap**
From	Josh Erhard
To	Lindsey Dotson
Sent	Tuesday, May 31, 2022 3:37 PM

Hi Lindsey,
I enjoyed speaking with you this afternoon and am excited to see what a potential expansion in Charlevoix may look like. As discussed, I am just going to recap a bit of what we talked about and summarize the pricing information for you.

Recap:

-Charlevoix has an HC/HC that you are all fond of
-You are looking at replacing most of the bins in your downtown and are considering a mix of compacting, and non compacting bins, both with and without software.
-You have been working on mapping out the best possible locations for bins in the downtown area. *Our Regional Sales Director, Shawn, may be able to help with this.*
-The only negatives you have noticed are that some of your residents think the bins are an eyesore.
-You need to meet with your DPW Superintendent to work on mapping and discuss next steps, but right now you think a budget of around 50K+ is feasible.
-No hard deadline at the moment.

Pricing:

Capital Program: outright purchase, 5 year warranty. Complete ownership, software program is required at initial purchase and is available in 5, and 8 year terms (estimate below is for 5 years of software). Warranty includes hardware, software, collaborative monitoring, factory warranty and parts warranty, customer support, setup and training.

1 HC single bin with software: $4,400
1 SC (with hopper handle) with software: $2,500
1 SC (without hopper) with software: $2,000
1 HC/HC double unit with software: $8,800
1 HC/SC double unit with software: $6,400
No Software
1 HC single bin without software: $3,900
1 SC (with hopper handle) without software: $1500
1 SC (without hopper) without software: $1000

Connect program: leasing program with monthly costs that includes a suite of services:
It includes hardware, software, collaborative monitoring, yearly cleaning and inspection, full term warranty and parts warranty, customer support, setup and training, on-site installation. Available in 3, 5, and 8 year terms. Pricing is increased by 10% for orders less than 10 units.

1 HC single bin with software: $107/month
1 SC (with hopper handle) with software: $65/month
1 SC (without hopper) with software: $55/month
1 HC/HC double unit with software: $214/month
1 HC/SC double unit with software: $164/month
No Software
1 HC single bin without software: $98/month
1 SC (with hopper handle) without software: $42/month
1 SC (without hopper) without software: $32/month

Accessories:

Connect Pricing:	Capital Pricing:
Single Wrap: +$12/month	Single Wrap: +$560
Double Wrap: +$18/month	Double Wrap: +$840

Please let me know if you have any questions! I look forward to meeting with your DPW Superintendent--feel free to throw out a couple of dates and times that work for you and we can go from there. My schedule is pretty flexible.
Best,
Josh
--

Josh Erhard
Inside Sales Representative
+1 617.691.5111
150 A Street, Suite 103 | Needham, MA 02494
+1 781.444.6002 main | +1 781.444.5651 fax
https://link.edgepilot.com/s/5d4c9448/59a_E4e7z0qGE6hUFYmEqg?u=http://www.bigbelly.com/

Links contained in this email have been replaced. If you click on a link in the email above, the link will be analyzed for known threats. If a known threat is found, you will not be able to proceed to the destination. If suspicious content is detected, you will see a warning.