

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

1. Call to Order

The meeting was called to order at 5:30 p.m. by Chair Owens.

2. Pledge of Allegiance

3. Roll Call

Chair: Maureen Owens

Members Sean Bradley, Sam Bingham, Liam Dreyer, Kirby Dipert, Mayor Luther Kurtz, Annie

Present: Oosthuizen, Paul Silva, Ron Way

Members None

Absent:

City Staff: Mark Heydlauff, City Manager

City Staff Lindsey Dotson, DDA Main Street Director

Absent:

Chair Owens asked for a moment of silence in honor of Jim Mabee who was one of the founding members of the DDA.

4. Inquiry Regarding Conflicts of Interest

5. Consent Agenda

Motion by Member Dipert, seconded by Member Bradley to approve the remainder of the Consent Agenda as presented.

Motion carried by unanimous voice vote.

A. Approve Minutes for May 23, 2022 Regular Meeting

Member Dreyer stated that his name did not appear in the May 23, 2022 minutes as present and he was present at the meeting.

Motion by Member Dipert, seconded by Member Bradley to approve the minutes for the May 23, 2022 Regular Meeting as amended.

Motion carried by unanimous voice vote.

B. Accreditation - Self Assessment

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

C. National Main Street Trademark Sublicense Agreement

Motion to authorize the Executive Director to sign the National Main Street Center Local Program Accredited Member Sublicensing Agreement as presented.

D. Financial Report

Motion to approve the Financial Report as presented.

6. Reports

A. General Updates

Mark Heydlauff, City Manager

City Manager Heydlauff stated that there has been some maintenance work done at the Bridge Park building and he asked Mr. Murray last week to approve the correction to the fire suppression system that was detected during the build-out for J. Byrd. He stated that there was also the discovery of an HVAC problem on the BIBCO side of the building which to repair will cost \$3,000. He stated that a quote was obtained for a new control system for the building for \$18,000 and Mr. Murray was going to investigate the matter further.

City Manager Heydlauff reported that the Live on Lake concerts will begin on Thursday, June 30th. Cardboard recycling bins and compostable bags have been obtained and volunteers will be setting those out to collect recyclables during the event. The recycling materials will then be taken to the Grant Street recycling center.

7. Old Business

A. TIF Plan Renewal

Mark Heydlauff, City Manager

City Manager Heydlauff stated that the Tax Increment Financing Plan (TIF) is a particularly complex plan, but it's also the key to the DDA's funding for various projects over the years. The current TIF Plan sunsets in October 2026 when the final debt service payment on the Marina and East Park is due. He recommended that the DDA develop an updated TIF Plan using Miller-Canfield, which has been the bond counsel for the financing for all of the City's recent Public Works projects. He recommended that the DDA include funding for the update in next year's budget.

City Manager Heydlauff stated if the Board reads through the variety of things that were considered as projects for the TIF funds and the Plan amendments in the later years, they would see the foresight and vision that leaders had for the community which is now thought of as part of the landscape of the downtown. He recommended that as the Board works through this project they should have a broad view of a variety of things that could occur in the future of the downtown to support the District going forward.

City Manager Heydlauff stated he would contact Miller-Canfield to see when they would be available to attend a DDA meeting to begin the process and to determine an amount to include in the next budget cycle for the TIF Plan update. The Board concurred.

B. Big Belly Information

Mark Heydlauff, City Manager

City Manager Heydlauff stated Director Dotson had been in touch with the sales staff at Big Belly and he was not familiar with this particular information until he received the quote that was provided to the Board members. He encouraged the Board to look at a budget for what they would like to do to add recycling and trash capacity downtown. He stated the easiest

thing would be for the DDA to set the budget and then staff would determine how to implement an expansion of the current program. Discussion followed regarding the proposal, the one unit that the City currently has, and lease option vs. purchase of the units.

Motion by Member Bradley, seconded by Member Oosthuizen to make a financial commitment toward the addition of more Big Belly units downtown. Discussion followed regarding whether or not to include an actual funding amount in the motion and other research needed for this project. Member Bradley amended the motion to include a tentative financial contribution from the DDA of \$25,000 for this project, Member Oosthuizen seconded the amended motion.

Motion carried by unanimous voice vote.

8. New Business

City Manager Heydlauff stated he received a call from a resident in Boulder Park about the traffic they were experiencing around the mushroom houses, and he advised them that if they had concerns they were welcome to contact Charlevoix Township or the Road Commission, but it did occur to him that the resident was concerned that the City was somehow promoting their neighborhood. He stated that one of the wayfinding signs is located across from the hospital and it's outside the DDA district and it actually points to the mushroom houses and he suggested that the sign could be re-purposed. Mayor Kurtz stated he received the same call and he suggested to the resident that they place another sign as they entered their neighborhood that asked visitors to be respectful of the homeowners. Discussion followed regarding whether or not to remove or relocate the sign.

Motion by Member Dipert, seconded by Member Bradley as a show of good faith to the residents of Boulder Park that the City remove the wayfinding sign and use the sign at a later date at a different location. **Motion carried by 8 to 1 voice vote.**

9. Public Comment

10. Request for Future Agenda Items

11. Board Comments

12. Adjourn

Meeting adjourned at 6:13 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.