



AGENDA
CHARLEVOIX DOWNTOWN DEVELOPMENT AUTHORITY AND MAIN STREET MEETING
Tuesday, December 14, 2021- 5:30 PM
Council Chambers, City Hall

- 1. Call to Order**
- 2. Pledge of Allegiance**
- 3. Roll Call**
- 4. Inquiry Regarding Conflicts of Interest**
- 5. Consent Agenda**

All items listed under Consent Agenda are considered routine and will be enacted by one motion. There will be no separate discussion of these items. If discussion of an item is required, it will be removed from the Consent Agenda and considered separately.

- A. Minutes
 - B. Committee Minutes
 - C. DDA Financials
 - D. 2022 Board Meeting Schedule
- 6. Reports**
 - A. Director's Report
Lindsey Dotson, Executive Director
 - B. Annual Impact Report
- 7. Old Business**
 - A. 109 Bridge Park Drive Update
Lindsey Dotson, Executive Director
 - B. Chamber Agreement for Downtown Promotions
Sarah Hagen, President, Charlevoix Area Chamber of Commerce
 - C. 2022-2023 Draft Budget
Lindsey Dotson, Executive Director
- 8. New Business**

- A. Shadowfest Request
Maureen Owens, Chair
- B. Destination Creation Course Registration Purchase
Lindsey Dotson, Executive Director

9. Public Comment

10. Request for Future Agenda Items

11. Board Comments

12. Adjourn

The City of Charlevoix will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered at the meeting, to individuals with disabilities at the meeting upon one weeks' notice to the City of Charlevoix. Individuals with disabilities requiring auxiliary aids or services should contact the City of Charlevoix Clerk's Office in writing or calling the following: City Clerk, 210 State Street, Charlevoix, MI 49720 (231) 547-3250.

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.

DDA/Main Street Board
210 STATE STREET CHARLEVOIX , MICHIGAN 1 49720
Charlevoix Main Street DDA
(231) 547-3257 lindseyd@cityofcharlevoix.org

Consent Agenda

TITLE: Minutes

DATE: December 14, 2021

ATTACHMENTS:

- ▣ Regular Meeting - November 16, 2021

CITY OF CHARLEVOIX
DOWNTOWN DEVELOPMENT AUTHORITY AND MAIN STREET MEETING
Monday, November 16, 2021 at 5:30 p.m.
Council Chambers, City Hall

1. Call to Order

2. Pledge of Allegiance

3. Roll Call

Chair: Maureen Owens
Members Present: Sam Bingham, Kirby Dipert, Mayor Luther Kurtz, Anne Oosthuizen, Paul Silva, Amanda Wilkin, Sean Bradley – participated remotely
Members Absent: Ron Way
Non-Voting Student: Liam Dreyer
City Staff: Lindsey Dotson, Executive Director

4. Inquiry Regarding Potential Conflicts of Interest

5. Consent Agenda

A. Minutes

Motion by Member Dipert, second by Member Wilkin to approve the October 25, 2021 Regular Meeting Minutes and the November 10, 2021 Work Session Minutes as presented. Motion passed by unanimous voice vote. [Member Bradley abstained.]

6. Reports

A. Director's Report

B. DDA Financials

7. Old Business

Chair Owens suggested switching item B. 2022-2023 Draft Budget with item C. 109 Bridge Park Drive Update on the agenda, the Board concurred.

A. Main Street Designation

Director Dotson stated the staff report was the same as provided at the previous meeting and the only thing she added was that Michigan Main Street was looking for application-based services again. She stated she did not plan on submitting any requests unless the Board wanted to move forward with submitting an application.

Chair Owens stated that it appeared that they were in a holding pattern and the Board needed to table this again, move forward with the idea, or suspend the discussion. Member Dipert stated he was one of the outspoken members about the value of the Main Street Program and his opinion had changed when confronted by some of the other business owners downtown who see the Main Street Program as a great value. Member Bingham stated the Historical Society and business owners supported the program and he had not heard any response stating they should discontinue the Main Street Program. Chair Owens stated this had been a good exercise and the Board concurred to continue with the Main Street Program and to remove this discussion item from the future agenda.

B. 109 Bridge Park Drive Update

Director Dotson stated she had discussions with That French Place about the possibility of dividing the space for their commercial production kitchen needs and the prospect seems more attainable with less square footage and potentially lower rent. This arrangement would leave the smaller space that was converted to Long Road Distillers' retail space available which would mean three (3) rents could ultimately be collected for the space.

Mayor Kurtz stated that he had met with Members Dipert and Way at the space to see if it could be used for dorm style summer housing for staff of the businesses in the downtown; and they got an architect to research it and it could be converted into 10 small bedrooms, two bathrooms and a kitchenette. He stated that the thought would be that they would rent the rooms to businesses not directly to the workers. Mayor Kurtz stated they needed to solve the electrical issues with the building first. The Board discussed whether to spend \$3,500 to have a layout design completed for the potential residential use.

Chair Owens stated that the Board would want Director Dotson to work with J.bird Provisions and That French Place on their proposals and to notify them of any limitations to the space particularly related to the electrical needs and a commercial kitchen. She stated while that is happening the Board needs to decide if they want to spend \$3,500 to pay for an architect to do the drawings to find out if the residential housing space is possible. Director Dotson stated that the residential use would be subject to a site plan review and several

other approvals. Chair Owens stated both opportunities require due diligence and she supported giving them until December to present further details to the Board.

Member Dipert requested a poll of the Members of the Board to determine if the residential project becomes a plausible option and if the Board was willing to spend \$100,000 or more on the project. Member Silva stated he had been trying to find housing for a manager and the units at Cherry Republic were nice, but they were \$1,200 to \$1,500 a month. Chair Owens conducted a poll of the members:

- Member Wilkin: interested in year-round housing
- Member Oosthuizen: great idea, but more information is needed
- Member Way: more in favor of the seasonal housing for this location
- Member Dreyer: supports the idea of seasonal housing
- Mayor Kurtz: in favor of concept whether it was short-term or long-term
- Member Silva: agree need to do something with the space, frustrated regarding missed revenue on this site, need more density downtown, in favor of investing long-term turning the space into apartments
- Member Dipert: in favor of either option, the immediate need is for summer workforce housing
- Chair Owens: likes the idea of housing, concerned about the funding, hypothetically speaking in favor of the housing and the J.bird proposal

C. 2022-2023 Draft Budget

Chair Owens stated the draft budget did not include the recent request from the Chamber for \$10,000 annually for the next three (3) years to support six (6) events. She referenced a handout she distributed to DDA members and stated the Easter Egg Hunt and the Holiday Parade/Tree Lighting were "Chamber-centric events" so the Chamber would like to keep those events because those benefit the Chamber versus just the downtown. She stated including \$10,000 for the events in the budget would cause the budget for next year to be in the negative by \$18,701 with a fund balance of \$265,868.

Motion by Member Dipert, second by Member Wilkin to enter into a three (3) year contract with the Chamber for \$5,000 each year specifically targeting everything on the list except for the Summer and Winter Sidewalk Sales Events which would be brought in-house. Motion passed by unanimous voice vote. [Member Bradley abstained.]

The Board concurred to decrease the sponsorships budget line item to \$5,000.

Chair Owens stated the Big Belly Trash System, bridge repainting, and the Bridge Park building build-out were additional things the Board needed to consider if they wanted to use up their fund balance before the end of the current Tax Increment Financing Plan.

8. New Business

A. Winter Vibrancy Project

Director Dotson stated the workplan outlined the proposed items to be implemented this winter in the downtown in partnership with Junior Main Street, the Recreation Department, and Visit Charlevoix. Funding to support the project was coming from in-kind contributions and the grant the DDA received from the Charlevoix County Community Foundation. Director Dotson stated she was requesting approval of the concept with the sled library being included so she could seek approval of that activity from the City Council.

Motion by Member Dipert, second by Member Oosthuizen to approve moving forward with the concepts [of the Winter Vibrancy Work Plan] presented pending City Council approval. Motion passed by unanimous voice vote. [Member Bradley abstained.]

9. Public Comments

10. Request for Future Agenda Items

11. Board Comments

12. Adjourn

Chair Owens adjourned the meeting at 7:26 p.m.

Sarah Dvoracek/fgm

Maureen Owens

Chair

DDA/Main Street Board
210 STATE STREET CHARLEVOIX , MICHIGAN 1 49720
Charlevoix Main Street DDA
(231) 547-3257 lindseyd@cityofcharlevoix.org

Consent Agenda

TITLE: Committee Minutes

DATE: December 14, 2021

ATTACHMENTS:

- ▣ Design Committee - December
- ▣ Org Promo Minutes November



Charlevoix Main Street Design Committee
Thursday, December 2, 2021
4:00 PM – City Hall
Minutes

Attendees: G. DeMeyere, L. Dotson, D. Fate, C. Kranz, D. Miles, J. Rowley

Absent: J. Duerr, M. Owens, B. Slater, P. Weston

- I. The meeting was called to order at 4:05 pm. The Minutes from the October 7, 2021, meeting was approved as written.
- II. **Outstanding Business**
 - a. Report from DDA:
 - The topic of rest room locations has re-surfaced by business owners, and the need for some west of Bridge Street, for individuals for whom it is difficult to get down to the public restrooms at the marina. Acquisition of a high-end portable unit and a suitable location will be explored as a potential interim solution.
 - Suitable use and tenants for the City's Beaver Island building are being sought since it is again vacant.
 - b. Main Street update: The DDA board is no longer discussing possibly withdrawing, so Charlevoix is staying in the program.
 - c. Alleyway Improvement (AI) Grant Program: Although a few businesses are interested, no applications have come forward. Lindsey asked if anyone knows a business owner who might be a candidate to contact them. The funding needs to be utilized by the end of March or it will be lost.
 - d. Preservation Grant and National Register Nomination of Downtown: The area covered in the proposed history district has been expanded, however, there has not been any further progress on the nomination by the staff at MMS supporting it.
 - e. Condo Association meeting about Buttars Building Rehab: Lindsey met with them, and there is interest, however the homeowners want to better understand what would be involved cost-wise, as well as the benefits.
 - f. Streetlights: Holiday Lighting is suggesting that planned Year 2 & 3 light replacements all be done next year since the trees have grown so extensively, in addition to damage caused by squirrels. Funding should be available.
 - g. SBEI Study - Round 2: The MSU team is coming for the next public input session at the library the evening of Friday, January 21, 2022.

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- h. Bridge Railing update: CLG grant funding will be pursued to get them repainted once the downtown historic district is established, since it encompasses the bridge.

III. New Business

- a. 2022 Budget preparations & ideas for future initiatives: A balanced budget has been drafted, which does not include any grant funding at this point. The committee feels the business climate is such that some type of façade grant funding would be appropriate.
- b. Winter igloo park: Jr Main Street received grant funding for 4 igloos, and they are trying to raise money for on-going maintenance. Exact locations and policies for use are under review.
- c. Tax Increment Financing (TIF): Lindsey will update the committee via email.

The meeting adjourned at 5:10pm.

Next meeting: Thursday, February 3, 2021 @ 4:00 PM in City Hall.

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Promotions/Organization Committee
Thursday, November 18, 2021, 8:00 a.m.
Charlevoix City Hall Council Chambers

8:00am Call to Order

8:01am Approval of Minutes: October 21, 2021

Present: Lindsey, Caitlin, Jessica, Katherine

8:03am Ongoing Business:

A. Events & Projects – Updates, Needs

1. MyNorth Ad Campaign Update – Harwood Gold is running now, Bentley Hill Bakehouse will run in December. Report attached.
It is unclear if this campaign will happen again next year.
2. Restaurant Week -> Cocktail Trail to start in January
Kitty is going to contact restaurants about participating. Katherine is going to create a Facebook event. Lindsey is going to create a logo and flyer.
3. Gift Local – starts November 15th
The campaign has started.
4. First Fridays
Kitty and Katherine are going to start working on the promotion of the event.
5. Ladies/Men's Night
Lindsey is marketing the event.
6. Yiftee Community Card/Downtown Dollars – 32 locations so far
 - a. Launch Holiday Campaign

B. Organization

1. **Email Newsletter – on hold again until we find another helper!**
2. Volunteer Toolkit – Tammy Legenza
3. **Fairy Doors – being produced/made now**
Lindsey states the doors are in production. There may be an opportunity to create some sort of trail. The committee will revisit once the doors are installed.

8:35am New Business

C. Winter Vibrancy Grant Discussion

1. **Warming Station**
2. **Igloo Park**
3. **Sled Library**
4. **Signage**
5. **BOGO Downtown Dollars for First Fridays**
6. **Junior Main Street**

Lindsey discussed the Junior Main Street project. She noted that she purchased four igloos. The committee discussed possible ideas for placement, marketing, and events. Shadow Fest is happening January 29th.

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8:55am

Wrap Up Questions:

A. Did everyone get a chance to speak?

B. Does everyone have at least one task to do by next meeting?

9:00am

Adjournment

Next meeting: December 16, 2021 at Habor View Café.

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Consent Agenda

TITLE: DDA Financials

DATE: December 14, 2021

ATTACHMENTS:

- ▣ Financial Report

CITY OF CHARLEVOIX
 DETAIL REVENUES WITH COMPARISON TO BUDGET
 FOR THE 9 MONTHS ENDING DECEMBER 31, 2021

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	39,169.23	90.76	37,022.43	40,300.00	(3,277.57)	91.87
255-000-403.001	CURRENT PROPERTY TAX LEVY T/F	436,506.38	.00	323,936.77	436,400.00	(112,463.23)	74.23
255-000-420.000	DELINQUENT TAXES - DDA	1,086.75	.00	(100.02)	.00	(100.02)	.00
255-000-437.000	IFT/CFT TAXES	.00	.00	771.02	.00	771.02	.00
255-000-445.000	INTEREST & PENALTIES - DELINQ	148.02	2.72	31.36	100.00	(68.64)	31.36
255-000-566.001	STATE GRANTS	50,000.00	.00	25,000.00	.00	25,000.00	.00
255-000-573.000	STATE REVENUE - OTHER	9,973.29	.00	13,121.49	9,200.00	3,921.49	142.62
255-000-580.001	GRANTS - OTHER	9,790.30	.00	14,000.00	5,000.00	9,000.00	280.00
255-000-665.000	INTEREST EARNINGS	798.98	.00	(850.00)	1,000.00	(1,850.00)	(85.00)
255-000-668.000	RENTS & ROYALTIES - SUNSHINE	1,000.00	.00	1,000.00	1,000.00	.00	100.00
255-000-668.001	RENTS & ROYALTIES - KEWEENAW	(2.00)	.00	.00	.00	.00	.00
255-000-668.002	PROPERTY RENT - BIBCO	31,215.36	.00	24,300.72	32,400.00	(8,099.28)	75.00
255-000-668.003	PROPERTY RENT - ROUND LAKE GR	.00	.00	.00	15,300.00	(15,300.00)	.00
255-000-668.005	PROPERTY RENT-LONG RD DISTILL	.00	.00	11,900.00	.00	11,900.00	.00
255-000-675.001	CONTRIBUTIONS - TREE LIGHTS	.00	.00	235.76	.00	235.76	.00
255-000-675.002	CONTRIBUTIONS - CONCERTS	850.00	.00	1,959.58	6,000.00	(4,040.42)	32.66
255-000-675.003	CONTRIBUTIONS - PRIVATE SOURCE	8,731.07	.00	14,016.00	.00	14,016.00	.00
255-000-675.004	CONTRIBUTIONS - MAIN STREET	15,400.00	.00	4,301.63	.00	4,301.63	.00
255-000-692.000	MISCELLANEOUS	1,339.39	.00	769.50	9,300.00	(8,530.50)	8.27
255-000-692.001	MISCELLANEOUS-THE VAULT	24,409.88	.00	11,912.78	18,000.00	(6,087.22)	66.18
	TOTAL FUND REVENUE	630,416.65	93.48	483,329.02	574,000.00	(90,670.98)	84.20

CITY OF CHARLEVOIX
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING DECEMBER 31, 2021

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	47,583.29	1,340.83	31,302.73	48,500.00	17,197.27	64.54
255-255-706.001	WAGES (ICMA)	4,960.82	140.79	3,534.51	5,100.00	1,565.49	69.30
255-255-719.000	EMPLOYEE FRINGE BENEFITS	37,114.98	.00	23,370.28	37,800.00	14,429.72	61.83
255-255-740.000	OPERATING SUPPLIES	13,456.27	269.41	6,635.29	9,200.00	2,564.71	72.12
255-255-740.001	OPERATING SUPPLIES-THE VAULT	22,310.09	1,293.00	12,593.47	17,000.00	4,406.53	74.08
255-255-776.000	IWF MAINTENANCE	3,224.71	.00	.00	6,000.00	6,000.00	.00
255-255-801.000	MARKETING & PROMOTIONAL SVCS	18,491.78	.00	23,378.19	35,000.00	11,621.81	66.79
255-255-801.003	PROMOTION COMMITTEE EXPENSES	7,240.05	763.50	13,872.40	15,300.00	1,427.60	90.67
255-255-801.004	ORGANIZATION COMMITTEE	495.00	.00	648.00	500.00	(148.00)	129.60
255-255-801.005	BUSINESS RECRUITMENT/RETENTIO	71,000.00	.00	25,000.00	.00	(25,000.00)	.00
255-255-818.000	CONTRACTUAL SERVICES	32,239.95	2,162.79	28,637.41	28,700.00	62.59	99.78
255-255-818.002	DESIGN COMMITTEE	10,297.00	.00	14,668.22	15,600.00	931.78	94.03
255-255-826.000	LEGAL FEES	3,757.50	155.00	1,634.51	500.00	(1,134.51)	326.90
255-255-853.000	TELEPHONE	2,644.10	64.10	788.06	2,100.00	1,311.94	37.53
255-255-860.000	CONFERENCE & TRAVEL	1,235.00	.00	899.21	1,000.00	100.79	89.92
255-255-888.000	LIBRARY CONTRIBUTION	30,000.00	.00	30,000.00	30,000.00	.00	100.00
255-255-900.000	PRINTING & PUBLISHING	393.40	.00	.00	.00	.00	.00
255-255-910.000	INSURANCE & BONDS	1,409.92	.00	1,748.66	1,500.00	(248.66)	116.58
255-255-933.000	MAINTENANCE - BRIDGE PARK	11,952.06	.00	1,879.38	5,000.00	3,120.62	37.59
255-255-962.000	MISCELLANEOUS	3,695.40	.00	6,940.00	100.00	(6,840.00)	6,940.00
255-255-962.002	MISCELLANEOUS - MAIN STREET	3,450.21	.00	3,110.11	500.00	(2,610.11)	622.02
255-255-964.000	REFUNDS & REBATES	.00	.00	4,172.50	6,000.00	1,827.50	69.54
255-255-999.594	TRANSFER TO MARINA FUND-BOND	335,700.00	.00	.00	336,200.00	336,200.00	.00
	TOTAL DOWNTOWN DEVELOPMENT	662,651.53	6,189.42	234,812.93	601,600.00	366,787.07	39.03
	TOTAL FUND EXPENDITURES	662,651.53	6,189.42	234,812.93	601,600.00	366,787.07	39.03
	NET REVENUES OVER EXPENDITURE	(32,234.88)	(6,095.94)	248,516.09	(27,600.00)	276,116.09	900.42

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Consent Agenda

TITLE: 2022 Board Meeting Schedule

DATE: December 14, 2021

ATTACHMENTS:

- ▣ Draft Schedule of Meetings for 2022



CHARLEVOIX

MAIN STREET DDA

Main Street/DDA Board 2022 Regularly Scheduled Meetings

All regularly scheduled meetings are at
5:30 pm at Charlevoix City Hall
210 State Street, Charlevoix, MI 49720
Second floor Council Chambers

January 24, 2022*

February 28, 2022

March 22, 2022**

April 25, 2022

May 23, 2022

June 27, 2022 *

July 25, 2022

August 22, 2022

September 26, 2022

October 24, 2022

November 28, 2022

December 20, 2022 **

^Informational Meeting

** On a Tuesday because of a holiday

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Reports

TITLE: Director's Report

DATE: December 14, 2021

PRESENTED BY: Lindsey Dotson, Executive Director

BACKGROUND:

Media Mentions

- <https://www.petoskeynews.com/story/news/2021/12/03/charlevoix-main-street-program-stays-now/8796646002/>
- <https://news.yahoo.com/main-street-program-stays-now-110239411.html>
- <https://mynorth.com/2021/11/2021-holiday-guide-petoskey-harbor-springs-charlevoix-boyne-city/>
- https://www.9and10news.com/2021/11/24/donation-gives-downtown-charlevoix-customers-more-money-to-shop/?fbclid=IwAR0hCQSm_hn_mbDqLy_UQ33mH--yFy9Bq6Qc3oCzBQBD5oUkrHCUXOgFR7w
- <https://www.petoskeynews.com/story/news/2021/12/03/city-considers-use-vacant-building/8796675002/?fbclid=IwAR2dyLoTGBnLzeOTx7GTUjFgsJcJVe4V13Clm2dDfktwj0s1eh9-J9JhUul>

Director Planned Out of Office

I plan to take a half day on December 21st, and will work for a bit on the 22nd, but will then take off the 23rd - 28th, work the 29th, and be off on the 30th and 31st of December for the holidays.

I also plan to take Monday, January 31st off for my birthday.

SBEI Round Two

A tentative date for the 2nd round of community meetings is Friday, January 21st in the evening. In an email Wayne Berea from MSU states:

"A proposed schedule for 1/21 could be:

4pm: Welcome and Presentation

5pm-5:45: Dinner

5:45-6:30- Design open house

I'm thinking some people could cut out of work early on Friday for the presentation. Others could join after the workday ends. The meal would be the "bridge" between the two groups. I understand the concern for a Friday night event. With the food, winter, and cabin fever, it might just be a good end of week activity! We could get creative with some meal time entertainment as well. We've had music performers at some of our events in the recent past- big hit and draw."

Downtown Dollars Update

We are now up to 35 participating businesses and thanks to the BOGO special in memory of Jeannine Wallace

we have now sold \$4,580 in gift cards! <https://app.yiftee.com/gift-card/charlevoix-main-street>

Gift Local Wraps up on December 24th

The Gift Local Holiday Shopping Contest kicks off on November 15th and runs through December 24th. For every \$50 spent in the downtown people can earn an entry to win one of 3 prizes: \$500, \$300 or \$100 in downtown dollars. More info can be found here: <https://mi-charlevoix.civicplus.com/329/Gift-Local-Shopping-Contest>

The Vault Transition Update

The Charlevoix Area Chamber of Commerce Board approved signing the lease to take over The Vault Coworking Space. The account ownership with Charter/Spectrum has been transferred to the Chamber and so has the lease. We are still working to figure out how to transfer the Xerox lease for the printer/copier and it seems like we have done what we need to transfer ownership in Proximity. In January we plan to assess what was paid out of our accounts through the transition to "settle up" and then the transition will be complete!

Igloo Island Update

Junior Main Street got final approval from City Council during their meeting on December 6th and will be installing the igloos on Sunday, December 12th on top of the Harbor Master building. I've attached a draft poster that will be a part of the promotional materials.

Main Street Storytelling Service

Recently Michigan Main Street introduced a new service they will be offering and asked for some volunteer communities to pilot the program over this winter so I signed Charlevoix up. The service is detailed below. I had my intro call with the company who is contracted to do it and it will take less than half a day of my time when they come up for filming and interviews. This service costs nothing to us but will produce a lot of great material that can be used in a lot of ways. The plan is to schedule a day in Charlevoix sometime in January.

In an email from Tony Garcia, MEDC, he stated:

A note to keep you in the know about a new service we are launching in FY22 and beyond, to begin Storytelling in Michigan Main Street communities. We are working with Phil Eich (Storyville Social), to deliver these services. For our initial service, we are doing a Storytelling blitz throughout each of our MS communities. Here is a breakdown of what the initial service will entail and what the deliverables are:

- 1) Vlog (Video blog). Recorded video of a series of interviews and candid's of your downtown districts.*
- 2) Numerous photographs of downtown district.*
- 3) Written stories of downtown successes.*

All of this content will be delivered and packaged to share through social media. These visits would be preceded by a brief conversation to see what stories may be of interest, which interview subjects would be of value, identify areas of interest for photos, and to determine interview locations that would be available.

New Funding Opportunities - more info coming soon!

Note: I will be attending info webinars to determine if any aspects of Alley Corridor Vision can qualify for funding and under what circumstances.

The Revitalization and Placemaking (RAP) Program is an incentive program that will deploy \$100 million in American Rescue Plan funding to address the COVID-19 impacts in Michigan communities.

PROGRAM OVERVIEW

This program will provide access to real estate and place-based infrastructure development gap financing through grants of up to \$5 million per project for real estate rehabilitation and development, grants of up to \$1 million per project for public space improvements and grants of up to \$20 million to local or regional partners who develop a coordinated subgrant program.

Eligible applicants are individuals or entities working to rehabilitate vacant, underutilized, blighted and historic structures and the development of permanent place-based infrastructure associated with traditional downtowns, social-zones, outdoor dining and placed-based public spaces.

The RAP program will award funding to eligible applicants based on one or more competitive application rounds, with the first application round being announced in early 2022. More info can be found here: <https://www.michiganbusiness.org/rap/>

CDBG Public Gathering Spaces Initiative

The **Public Gathering Spaces Initiative** will support the creation and expansion of public gathering spaces in low- and moderate-income communities across the state by implementing permanent, place-based infrastructure in these communities.

This program will provide grants between \$200,000 to \$1 million to create and enhance recreational places, and to fund projects like farmers' markets, parks, town squares, playgrounds and amphitheaters. The program addresses the shift toward a greater interest in and use of outdoor public spaces, recognizing the immense value they provide for community members of all ages and backgrounds to gather year-round.

To learn more about the program, visit

<https://link.edgepilot.com/s/359039ad/CwFueMYgO0mV8TSiacX1nQ?u=https://www.miplace.org/pgsi/>.

First Fridays

First Fridays will kick off for the year on Friday, January 7th. See our Facebook event or our website for more info!

ATTACHMENTS:

- ❏ Igloo Island Poster



Visit Downtown Charlevoix's **Igloo Island** Located in East Park above the Harbormaster Building

What to expect:

- Igloos are heated!
- First come-first serve basis
- Equipped with sanitizer for your comfort
- Seating/tables inside
- Lights create a warm cozy atmosphere
- Order take-out from your favorite restaurants or just spend time with loved ones!

DOWNTOWNCHARLEVOIX.COM

DDA/Main Street Board
210 STATE STREET CHARLEVOIX , MICHIGAN 1 49720
Charlevoix Main Street DDA
(231) 547-3257 lindseyd@cityofcharlevoix.org

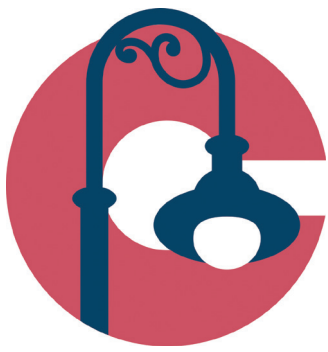
Reports

TITLE: Annual Impact Report

DATE: December 14, 2021

ATTACHMENTS:

▣ 2022 Impact Report



Experience the Classic Beauty of Downtown Charlevoix!

Shop, dine, and make memories year round in scenic downtown Charlevoix. Beautiful parks, fun events, and charming alleyways await your discovery just steps away from the shores of Lake Michigan.

2022 EDITION

CHARLEVOIX MAIN STREET DDA

231.547.3257

downtowncharlevoix.com



State of DOWNTOWN

6 Blocks

709 Public parking spaces

40 Housing units

874 Downtown workers

99 First-floor storefronts

21 Restaurants

40 Retail stores

0% Storefront vacancy rate

2.7% Increase in property values
(increase from 2020–2021)

Charlevoix Main Street is making a real difference.

Charlevoix Main Street DDA is at the heart of a movement to develop downtown Charlevoix as a beautiful, green, year-round community with a demonstrated commitment to the health and well-being of residents and visitors alike, and sustainable economic opportunities that invite active participation in all that Charlevoix has to offer.

Downtown's Goals

- Create the physical layout and amenities, and sustaining resources that demonstrate Charlevoix's commitment to year-round walkability and access to resources in the downtown.
- Develop a sustainable downtown that provides year-round economic opportunities to the greater Charlevoix community.
- Establish the foundation for a year-round economy by identifying opportunities to add year-round housing units to the downtown and establishing resources to encourage private investment.
- Bring businesses together to cooperate and coordinate resources to market downtown.



CHARLEVOIX
MAIN STREET DDA

TRANSFORMING CHARLEVOIX'S DOWNTOWN



Since 2019, Charlevoix Main Street DDA has assisted over 20 small businesses with bringing in over \$195,000 in grants from local, state, and federal resources.



For the first time in years, Bridge Street storefronts are 100% occupied with long-term tenants, demonstrating an overall reduction in turnover in the downtown.



Charlevoix Main Street DDA won multiple awards for recent accomplishments including a certificate of recognition from Governor Gretchen Whitmer for the Junior Main Street program.

**REINVESTMENT
STATS 2020–2021**

PRIVATE INVESTMENT
\$3,063,170
Program to date: \$12,342,618

 **2** **Façade & Building Improvements**
Program to date: 70

 **12** **New Businesses**
Program to date: 67

Main Street is Helping Businesses Thrive

- Alleyway Improvement Grant program
- Bringing regional and statewide partners to the table for future redevelopment projects
- Downtown design guidelines
- Downtown Dollars Digital Gift Card program
- Downtown Housing Incentive program
- Complimentary promotion in business directories and social media
- Cooperative advertising campaign
- Monthly business/building owner meetings

“Main Street is an invaluable asset and I couldn’t imagine my tours succeeding like it does without them. They are top notch in customer service and help us with everything—true heroes in my eyes!”

—Edith Pair, Owner, Mushroom House Tours

Community Profile
City of Charlevoix | 2021

 **Population**
2,508

 **Households**
1,310

 **Median HH Income**
\$39,686

 **Median Age**
51 years

 **Housing Units**
2,135


62% Housing is occupied
57% Owner-occupied
43% Renter-occupied

Downtown Drive Time Markets

	5 Minutes	10 Minutes	20 Minutes
Population	3,849	6,234	15,844
Households	1,833	2,784	6,726
Median HH Income	\$45,369	\$52,318	\$57,933

In-demand Businesses

Shopping & Retail

- Shoe store
- Arts, crafts, and hobby shop
- Sporting goods/fitness/bike shop
- Pet emporium
- Jewelry store

Food & Drink

- Italian restaurant
- Mediterranean restaurant
- Coffee shop/bakery
- Specialty foods market
- Asian restaurant

The future of downtown housing

Charlevoix Main Street DDA embarked on several initiatives to address the regional housing shortage affecting economic growth potential within downtown small businesses. With the creation of the Downtown Housing Incentive, becoming a certified Redevelopment Ready Community®, and participating in the Downtown Futures service, downtown Charlevoix is poised and ready for its next chapter: becoming a place where a variety of people can live year round. Get ready for some exciting years ahead!

DOWNTOWN EVOLUTIONS

DEMONSTRATIONS

Increased Downtown Housing

Hilltop Housing

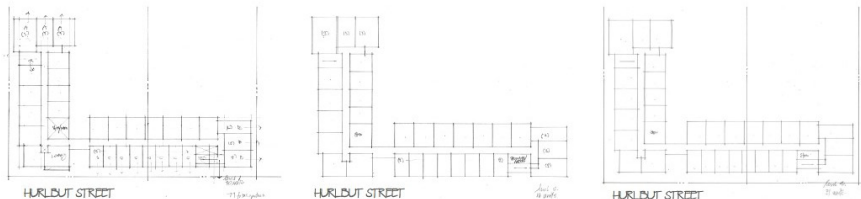


Hilltop Housing—North Elevation (along "Hilltop Alley")



Hilltop Housing—South Elevation (along Hurlbut Street)

Like activating uses shown in demonstrations along downtown side streets, "shingle style" architecture is shown for the Hilltop Housing concept, with complementary materials, colors and features applied across the different styles of housing.



Hilltop Housing—"Apartment" Blocks—Level 1 Hilltop Housing—"Apartment" Blocks—Level 2 Hilltop Housing—"Apartment" Blocks—Level 3

The Hilltop Housing demonstration recognizes that a development of this magnitude is likely to be implemented in phases. The diagrams displayed above show a configuration for "apartment" blocks, separated into two pieces to recognize, again, the likelihood of a staged implementation scenario on the Hilltop block.

Social Connection



10,600+

Facebook Followers



2,700+

Instagram Followers



19,115+

Life in Charlevoix app users



971+

E-newsletter subscribers

Volunteer Connection



671

Volunteer hours in 2020–2021



15,219

Volunteer hours (Program to date)



\$18,070

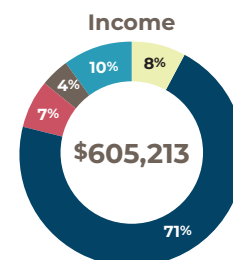
Volunteer value in 2020–2021



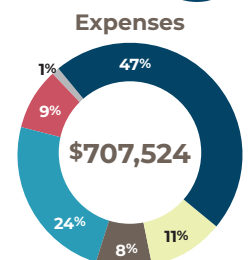
\$409,848

Volunteer value (Program to date)

In the Numbers



- Grants/foundation support
- City/county support
- DDA support
- Personal giving
- Property rent



- Promotion activities
- Operations
- Other/misc. activities
- Salaries/wages
- Debt Service: Marina Fund
- Property Maintenance

VOLUNTEER SPOTLIGHT

"It's a great way to give back. I love to help with Restaurant Week and First Fridays because these initiatives help Charlevoix be a year round destination."

—**Katherine Bitely,**
Marketing Manager, Visit Charlevoix



Charlevoix's Board of Directors

Chair: Maureen Owens
Mayor Luther Kurtz
Member: Kirby Dipert
Member: Amanda Wilkin
Member: Sam Bingham
Member: Sean Bradley
Member: Paul Silva

Member: Anne Oosthuizen
Member: Ron Way
Non-voting Student: Liam Dreyer
Executive Director: Lindsey Dotson, MSRP

DOWNTOWN ALIVE

Charlevoix Main Street
Events 2020-21

5,705

Est. event attendance

- Live on the Lake summer concerts
- Main Street Wednesday: Venetian Festival
- First Fridays
- Ladies Night
- Men's Night
- Gift Local Holiday Shopping Contest
- Buy Nearby Weekend
- Michigan Downtown Day
- Small Business Saturday



Live on the Lake summer concerts



Main Street Wed., Charlevoix Venetian Festival



First Fridays



Small Business Saturday Shoppers

Michigan Main Street

The Leader in Grassroots Economic Development

Michigan Main Street provides technical assistance to local communities as they implement the Main Street Four-Point Approach®, a community-driven, comprehensive strategy encouraging economic development through historic preservation in ways appropriate for the modern marketplace. The program aims to create communities distinguished by economically vital and vibrant commercial districts and downtowns, thereby making the state economically stronger and culturally diverse.

"Michigan Main Street has been so resourceful, which has led to opportunities for our small businesses that other towns cannot offer. This gives Charlevoix a competitive advantage and makes it a great place to own a business."

—Lindsey Dotson, MSARP Executive Director, Charlevoix Main Street DDA

Real Impact.

The numbers prove it!



\$26,646,354

2020-21 Total
Private Investment

\$346,519,759

Program to date



\$12,929,313

2020-21 Total
Public Investment

\$128,919,620

Program to date



37,197

2020-21 Volunteer Hours

810,704

Program to date



127

2020-21 New Businesses

1,622

Program to date



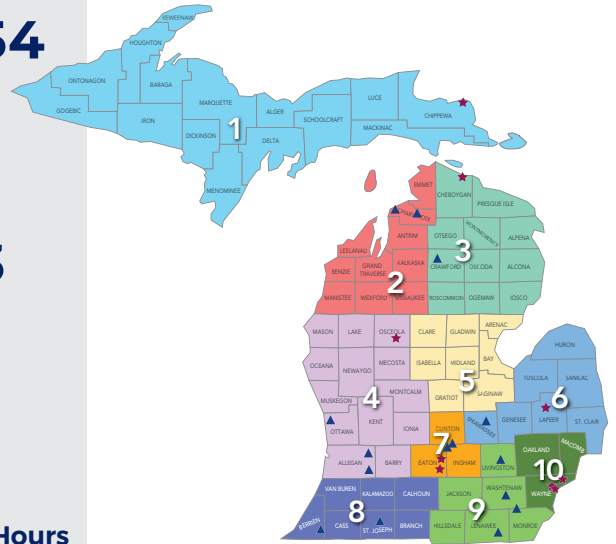
143

2020-21 Façade &
Building Improvements

2,499

Program to date

Our Communities



★ Select Level

▲ Master Level



DDA/Main Street Board
210 STATE STREET CHARLEVOIX , MICHIGAN 1 49720
Charlevoix Main Street DDA
(231) 547-3257 lindseyd@cityofcharlevoix.org

Old Business

TITLE: 109 Bridge Park Drive Update

DATE: December 14, 2021

PRESENTED BY: Lindsey Dotson, Executive Director

BACKGROUND:

Commercial Tenant Proposals

Two formal revised proposals are attached from That French Place and J. Bird Provisions who wish to share the space at 109/111 Bridge Park Drive. Both parties wish to start lease negotiations immediately for the sake of securing financing, planning, and buildout.

Jess Nagel plans to attend the meeting via Zoom to answer questions. Brian and Emily Freund are currently in Paris so they sent a recorded video presentation, which can be viewed here: https://drive.google.com/file/d/1y0NtwTzoE8kHf_nw7vF8B_N3kPO3XaKW/view?usp=sharing

Seasonal Workforce Housing

I have included information that has been sent to me from various parties related to the Dormitory Style Housing proposal. The architect that was engaged with board members had proposed it would cost \$3,500 to produce official plans/drawings of the space. Below are some other random notes from research that I've gathered since our last meeting. Attached are some emails that were sent to Chair Owens from some property owners near the building.

- I spoke with City Attorney Scott Howard and he said that it's possible to enter into this sort of project but that it would be a "heavy lift" to work out the legalities ahead of time before the project could officially move forward.
- I have not received additional information from Board members who were tasked with researching the topic so I imagine the bulk of the info will be shared verbally during our meeting.

UPDATE as of 12/13/21:

Mayor Kurtz wrote the following in an email:

Lindsey,

I reviewed the plan with Jonathon at Zoning and the proposed idea of ten dorm style housing units does fit within the zoning and would be allowed. Also, I reviewed the idea with building safety at the county and the main concern that I took from the conversation was the sprinkler system, which we got a quote for \$8000 if we don't put a ceiling on the rooms, and \$18,000 if we do out a ceiling on the rooms. There are still questions about the bathroom but the utilities are there to do it. In order to get firm numbers, we would need to hire the architect. I've talked to a few businesses that would be interested in renting one of the rooms, which is how we had discussed doing this, renting to businesses in the DDA.

Can you add these comments to the agenda.

Regards,

-Luther

RECOMMENDATION:

Motion to begin lease negotiations with That French Place and J. Bird Provisions.

OR

Motion to further pursue the seasonal workforce housing concept.

ATTACHMENTS:

- ▣ That French Place Proposal
- ▣ J. Bird Provisions Revised Business Plan
- ▣ Estimate for Sprinkler System Updates for Residential Use
- ▣ Estimate for Sprinkler System Updates for Residential Use if each room has it's own ceiling
- ▣ Two emails from neighboring property owners



That French Place

Production Kitchen

Incubator Space

Event Space



Background

- Growing thriving business who has invested in Charlevoix for over 6 years with a proven track record
- When we opened the 200 block was mostly vacant
- Recently expanded into online ordering, telephone orders, and we ship baked goods across the country
- Commercial accounts with hotels – area with most potential for additional growth
- Working to grow partnerships with local businesses to provide pastries, desserts, etc.



We are growing consistently but are limited by the square footage of our space.

- Tremendous consistent growth since opening:
 - 2016–17 = 26% increase
 - 2017-18 = 13% increase
 - 2018-19 = 7% increase
 - 2019-20 = 18% increase
 - 2020-21 = 18% increase



Our plans for the Bridge Park Building Space

- Phase 1 – move storage and some prep space into Bridge Park Building to free up space in Bridge Street location for function and customer interaction.
- Phase 2 – year 1 into 2 - timeline would be to have it ready for summer 2023
 - New Oven
 - Dividing wall
 - Proofer
 - Dough sheeter takes up entire table – reduced workspace at current location
 - Commercial kitchen to expand wholesale and in-store production
 - 5 year-round employees
 - 3 part time
 - 2 full time
 - Would like to add another 2 full time and 1 part time position plus additional seasonal hires (10-15)
 - Delivery drivers
 - Full time Bakers (4)



The new That French Place

- Will reconfigure Bridge Street space to be more customer focused
- Add additional crepe station to reduce wait times
- Larger pastry selection
- Reintroduce customer entry + seating
- Incorporate buzzers for when orders are ready
- Hot fresh bread



Phase 3:

- Timeline: Part of year 2 into year 3
 - Cooking classes – hosted by That French Place and Brian's Ice Cream Experience
 - Pastries, breadmaking, baguettes, ice cream, macarons
 - Dining al-fresco to eat what class made on patio
 - Make patio space available to rent for small parties
 - We also want to offer the space to “guest chefs” so that other restaurants can host cooking classes in the space. This introduces new potential revenue and outreach opportunities for several local businesses.



Phase 3 continued:

- Shared community kitchen/incubator space
 - The kitchen space with storage and equipment that can be rented/shared by multiple entrepreneurs
 - Leftovers given to needy members of the community
 - Future job availability for people with special needs to help with prep cook and other tasks

Why you should choose us:

We have always been open year round

We don't have enough space to continue growing

This past year we didn't have enough staff to keep two storefronts open. Therefore, we are closing Brian's Ice Cream Experience storefront to streamline our operations and have everything under one roof.

The space that Brian's Ice Cream Experience is vacating has already been spoken for by a retail business moving back onto Bridge Street. That space they are vacating on Park Avenue will be a women's wellness studio.

Will occupy space that doesn't get a lot of foot traffic and the model won't suffer as a result.



"Emily and Brian are such amazing people! Their crepes are the best! The iced coffee is made with coffee ice cubes! Genius! Every time I stop in there I get a crepe, a macaron, an iced coffee and a big hug from Emily and Brian."

STACIE COSTELLO ABOUT THAT FRENCH PLACE

CLASSIC BEAUTY



CHARLEVOIX

Thank you!

Emily & Brian Freund



J.BIRD PROVISIONS

J.bird Provisions will be operating in beautiful Charlevoix, MI. A location near the downtown and the marina would be ideal as JbP will be perfect for boaters, beach goers, hikers, campers and anyone looking for an elegant picnic lunch or easy and delicious take home dinner.



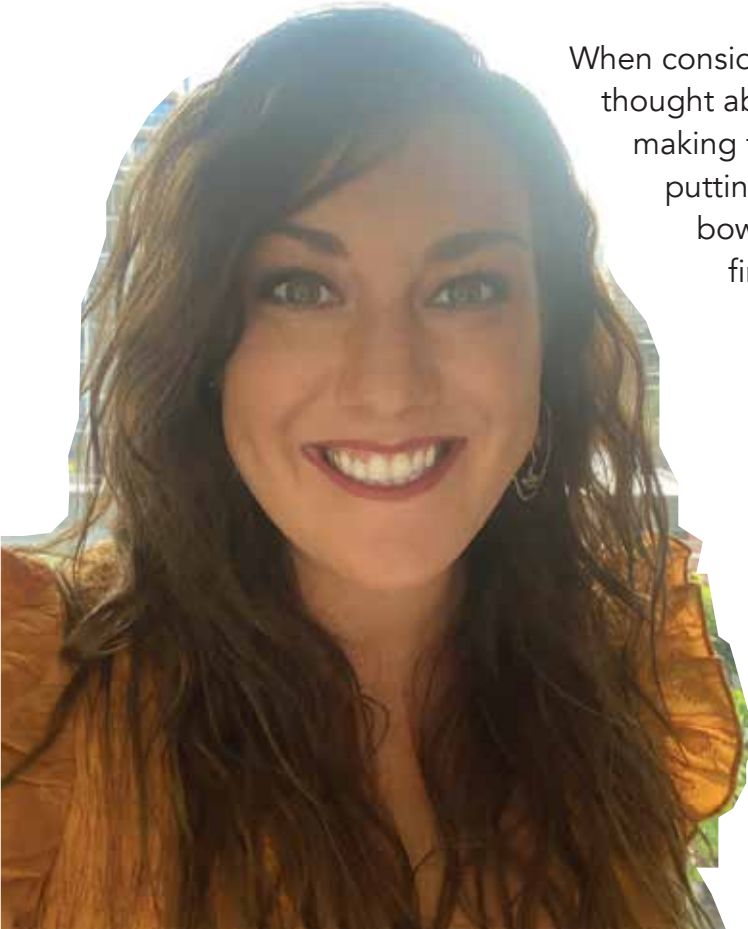
A LITTLE ABOUT ME - JESSICA NAGEL

I grew up in Ellsworth Mi, working in Charlevoix every summer from the time I was 13 until I was 21 working for the city of Charlevoix as an Umpire and Scorekeeper at the ball fields and a Lifeguard at the city beaches. I have a degree in Marketing and Graphic Design from Northwestern Michigan College and Grand Valley State University.

For the past seven years I have worked in Chicago in the food ingredient industry in various Marketing and Creative Manager roles. I have traveled the country presenting food trends and leading innovation groups from such companies as Hershey, Bacardi, Jack Link, Dairy Queen, Hostess and many more.

When considering what was next for me and my career I thought about what I'm truly passionate about. I love making food for people. I have so much fun grilling, and putting cheese boards together, making beautiful bowls, delicious dips and tasty sandwiches. I love finding fun and tasty new products and introducing them to people.

My brother, Drake Nagel has had a successful career in the Northern Michigan food scene as part owner / chef of Happy's Taco Shop and I will lean on his experience and combine it with my own to make a thriving downtown business.



J.BIRD PROVISIONS

GRAB N GO FOOD . SMOKEHOUSE .
SPECIALTY GROCERY

Dips

Salads (Veg & Pasta)

Bowls

Cheese

Cheese Boards

Smoked Stuff

- Meat

- Fish

- Vegetables

- Cheese

Crackers

Bread

Cured Meats

Jams

Mustards

Nuts

N/A beverages



INDUSTRY ANALYSIS

Over the past year and a half the grocery and quick service food market has become more and more important as restaurants are at limited capacity and consumers are looking to enjoy quick, quality meals outside or in their own homes.

Vacationers don't have time to spend going to the larger grocery stores on the outskirts of town to put together a meal for the day as they embark on their next outdoor adventure.

Sales of value-added fresh preseasoned and precooked meat and poultry, up 29% during the pandemic, per FMI's meat report, will continue to grow.

Over half (55%) of households bought frozen side dishes more than twice a week last year, per AFFI. Side dishes were the fastest-growing fresh prepared food category for the year ended Jan. 27, 2021, according to the International Dairy Deli Bakery Association .

Sales of upscale appetizers are on the rise, according to the Specialty Foods Association.

Grab-and-go food sales growth topped 50.7% for the year ended January 25, 2021 -IDDBA

The demand for more premium/specialty foods to create restaurant-style meals and coffee shop experiences at home continues to grow. Moreover, with movie/date nights, social entertaining, gaming, and special occasion celebrations now centered around the home, the demand for entertainment-worthy foods will be stronger still. -IFT

Grab-and-go food is more popular than hot and cold buffets in the retail foodservice segment, and it is also more popular than made-to-order food stations and restaurant-style seating. -The power of foodservice retail



COMMUNITY REQUESTS

A survey taken in 2017 shows that “Specialty Food Market” was one of the top two desired business types in Charlevoix (the other was a coffee shop).

4-F: Which of the following **Specialty Foods Market** product lines, services or features are most important or appealing to you?

Select up to three (3)

Response	Count	Percentage
✓ Locally-sourced foods and produce	73	67.6%
✓ Artisan foods (ex: breads, fruit, meats, cheeses, etc.)	60	55.6%
✓ Health Foods	50	46.3%
✓ Bakery	25	23.1%
✓ Prepared foods (ex: rotisserie chicken, BBQ, etc.)	24	22.2%
Co-op	22	20.4%
Deli selections	19	17.6%
✓ Wine and spirits	13	12.0%
Bulk foods	8	7.4%
✓ Other (please specify) *	7	6.5%
✓ Delivery and <u>pick-up options</u>	4	3.7%
Floral	2	1.9%

108 Answered Question (#2 of 7)

• **Other Responses:** Better selection of produce/ fresh fruits and vegetables and organic produce than we currently have available at Olesons or Family Fare; Essential oils, homeopathic remedies/supplies; Gourmet condiments; Natural supplements; Organic; Organic food; and Vegan or plant-based with emphasis on ethnic spices, market items and/or prepared cuisine.

MARKETING PLAN

Taking part in community ad campaigns

Cooperative Ad Campaign :

Want your business featured? For \$750 you will get:

- Professional photography (if we already have content knock price down to \$650)
- Billboard ad for 30 days (regular price is \$800 alone)
- 2 boosted social media posts via Downtown Charlevoix page (\$100)
- 2 push notifications on the Life in Charlevoix mobile app
- A write up/feature in Main Street DDA email newsletter and website (will be submitted to the Courier as well)
- Community Shopper ad (\$190)
- Northern Express 1/8 color ad: \$269



J.bird Provisions



J.bird Provisions



10,328 views

J.bird Provisions J.bird cheese boards are perfect for docktails or concerts in the park! #Docktails #Charlevoix #Charlevoixfood

Social media marketing



Creating a lovely outdoor patio space with seating, flowers, lights and a grilling and smoking patio will entice people to explore past Bridge Street

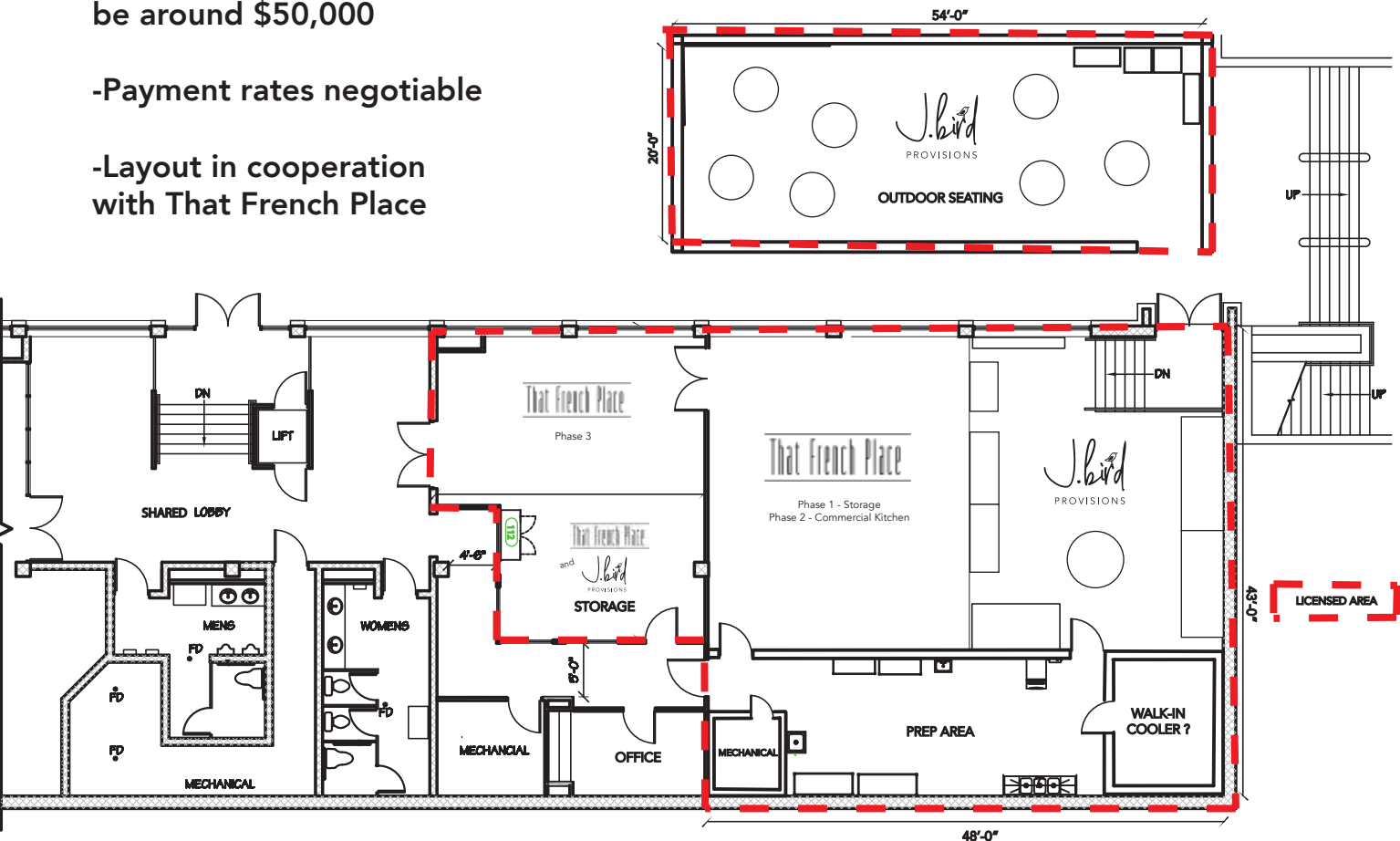


BUILDING PLAN

-Anticipated buildout will be around \$50,000

-Payment rates negotiable

-Layout in cooperation with That French Place



109 BRIDGE PARK DR
CHARLEVOIX, MI
FLOOR PLAN
SCALE: 1" = 1'-0"

FINANCIAL PLAN

Revenues YEAR 1

Sales Revenue	\$	350,000.00
Refunds	\$	1,750.00
Discounts & Comps	\$	7,000.00
Net Sales		\$ 341,250.00
	\$	20,475.00
Total Collected		\$ 361,725.00
Merchant Processing Fees	\$	9,275.00
NET TOTAL		\$ 352,450.00

Cost of Goods Sold

Food Cost		\$87500.00
Disposable Goods Cost		\$10500.00
Beverage Cost		\$42000.00
TOTAL COST OF GOOD SOLD		\$ 140,000.00
GROSS PROFIT		\$ 212,450.00

Expenses

Rent		\$ 8,400.00
Utility		\$ 10,995.00
Natural Gas	\$	2,625.00
Electricity	\$	5,250.00
Trash	\$	960.00
Pest Control	\$	960.00
Internet	\$	1,200.00
Insurance		\$ 3,850.00
General Liability	\$	2,100.00
Workers Compensation	\$	1,750.00
Labor		\$ 105,000.00
Taxes		\$ 66,500.00
Business Expenses		\$ 8,225.00
Professional Expenses	\$	2,625.00
Permits & Licences	\$	1,750.00
Office Supplies	\$	525.00
Cleaning Supplies	\$	1,750.00
Operating Supplies	\$	525.00
Advertising	\$	525.00
Repairs & Maintenance	\$	525.00
TOTAL EXPENSES		\$ 202,970.00

NET INCOME	\$	9,480.00
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%
102.5%
0.5%
2%
100%
6%
106%
2.65%
103.35%
25%
3%
12%
40%
63.35%
2.4%
3.1414285714285714
0.75%
1.5%
0.274285714285714
0.274285714285714
0.34%
0.6%
0.5%
30%
19%
0.75%
0.5%
0.15%
0.5%
0.15%
0.15%
0.15%
2.70857142857143%

I plan to take advantage of a combination of Private Investors, Grants and a Small Business Loan to fund the startup of J.bird Provisions.

Note: acquiring a liquor license will be a year 2 initiative



PROVISIONS

Jessica Nagel
(231) 676-0048
jessnagel2@gmail.com



BUDGET PROPOSAL

Date: December 8, 2021
To: Charlevoix DDA
Attn: Lindsey Dotson
From: Kevin Shaw
Project: DDA Bridge Park Building Renovation with out ceilings added
Budget No.: PS-21-465

The following is a budget for the scope of work listed below.

Budget Amount: \$8,000.00

JEG's scope of work **includes** the following:

1. Per industry standards
 - a. Labor, tools, material, and equipment to:
 - i. Reuse the existing sprinkler location
 - ii. Replace all sprinkler heads in construction area
 - iii. Add sprinkler coverage in two small bathrooms
 - b. Design
 - c. Applicable taxes
 - d. Standard labor
 - e. Applicable permits

JEG's scope of work **excludes** the following:

1. Premium time labor
2. Water assessment or fees
3. Fire protection work not mentioned above
4. Relocating pipe for other trades
5. Painting
6. Architectural work
7. Architectural cut and patch of floors, walls, ceilings, and roofs
8. Concrete work
9. Fire extinguishers
10. Hazardous material identification, testing, abatement or disposal
11. Undisclosed site conditions
12. Electrical work
13. Demolition

Piping
Plumbing
Fire Suppression
Design Build
Fabrication
HVAC
Service

14. Second party plan review fees
15. Fire watch
16. Temporary fire protection for construction
17. Shutdown fees
18. Raising existing fire protection piping
19. Fire protection for combustible concealed spaces, attics, and/or areas above ceilings
20. Performance and payment bond

Clarifications:

1. All isolation valves are assumed to be in good working order. Any repairs or replacements will be performed at current time and material rates.
2. Please note that this budget is not a commitment to bid the project. Please contact us if you any questions regarding this budget.
3. This budget proposal was based on a conversation only, no prints or formal design was given to John E. Green to provide a quote.
4. This Budget proposal is based on all added walls are a minimum of 3' bellow the sprinkler lines, no ceilings will be added except in 2 bathrooms and pending designers review. The upright sprinkler heads in the construction area would be replaced and the dry pendant would be removed and plugged.

Terms:

1. Notwithstanding any provision(s) of this Subcontract, if as a direct or indirect result of any virus, disease, contagion, or any other widespread communicable disease that causes disruption, including but not limited to COVID-19 or any other Epidemic or Pandemic (hereinafter collectively referred to as "Epidemic"), Subcontractor's work is delayed, disrupted, suspended or otherwise impacted by, among other things, (i) disruptions to material and/or equipment supply; (ii) illness of Subcontractor's workforce and/or unavailability of labor; (iii) federal, state or local government mandates (vaccine, testing, etc.), quarantines, shelter-in-place orders, closures, restrictions and/or directives; (iv) Owner or Contractor mandates (vaccine, testing, etc.), quarantines, shelter-in-place orders, closures, restrictions and/or directives; (v) fulfillment of Subcontractor's contractual or legal health and safety obligations associated with an Epidemic; then Subcontractor shall be entitled to an equitable adjustment to the Subcontract Schedule and duration to account for such disruptions, suspensions, and impacts. Under such circumstances, Subcontractor shall not be liable for any liquidated, compensatory, consequential, special, and/or indirect damages incurred by the Owner or Contractor resulting from such delays. To the extent any of the causes identified above result in an increase in the price of labor, material, or equipment used in the performance of this Subcontract, the Subcontractor shall be entitled to an equitable adjustment to the Subcontract price for such increases. Any such equitable price increases to labor, material or equipment shall be provided by way of a Change Order to the Subcontract. This language shall take precedence over any conflicting language in the Contract Documents.
2. JEG reserves the right to withdrawal this Proposal for any reason caused by or related to the coronavirus pandemic up to and prior to executing a written contract.
3. This proposal assumes and is based upon current market prices for all steel and aluminum related products as of the date of this proposal. The quoted prices for these products are subject to change based on government issued tariffs (section 232). JEG reserves the right to adjust pricing on these materials and equipment due to tariffs and the resulting impact to market conditions and pricing.
4. Standard JEG payment terms are Net (30) days. Credit card payments must receive prior approval and are subject to additional fees, which are in addition to the above proposal.
5. This proposal remains firm for (15) calendar days.
6. If a "Hot Tap" or "Pipe Freeze" procedure is used to perform the scope of work, the customer understands the risks associated with this process and is solely responsible for the outcome. If the process is not successful, damage to the system and/or personal property may occur and a shutdown/draining of the effected system may be required to facilitate a solution. All work required to correct the failure will be performed at our current time and material rates and paid by the Customer. Customer agrees to indemnify and hold harmless JEG from any costs or damages that arise out of a failed "Hot Tap" or "Pipe Freeze" procedure. Customer authorization on JEG form of change will be required prior to proceeding with this work.
7. This proposal is contingent upon subcontractors and vendors full acceptance of JEG standard terms and conditions, as well as project prime contract flow down provisions, without modification. Deviations and modification of terms and conditions will not be accepted by JEG unless also accepted by General Contractor, Owner, customer, etc.
8. JEG reserves the right to perform a final review of the contract for the subject project. This proposal is subject to that final review and agreement on revisions of the contract terms requested by JEG.
9. JEG does not warrant, and disclaims, any warranties relating to or including a warranty that the work; (a) is suitable for its intended purpose and use; and (b) shall necessarily perform properly even if installed as directed by customer.



BUDGET PROPOSAL

Date: December 8, 2021
To: Charlevoix DDA
Attn: Lindsey Dotson
From: Kevin Shaw
Project: DDA Bridge Park Building Renovation with ceilings added
Budget No.: PS-21-466

The following is a budget for the scope of work listed below.

Budge Amount: \$18,000.00

JEG's scope of work **includes** the following:

1. Per industry standards
 - a. Labor, tools, material, and equipment to:
 - i. Install proper sprinkler coverage bellow a drop ceiling in the proposed construction area
 - ii. Some of the sprinkler lines will be reused, some new lines will be added to ensure proper coverage
 - b. Design
 - c. Applicable taxes
 - d. Standard labor
 - e. Applicable permits

JEG's scope of work **excludes** the following:

1. Premium time labor
2. Water assessment or fees
3. Fire protection work not mentioned above
4. Relocating pipe for other trades
5. Painting
6. Architectural work
7. Architectural cut and patch of floors, walls, ceilings, and roofs
8. Concrete work
9. Fire extinguishers
10. Hazardous material identification, testing, abatement or disposal
11. Undisclosed site conditions

Piping
Plumbing
Fire Suppression
Design Build
Fabrication
HVAC
Service

12. Electrical work
13. Demolition
14. Second party plan review fees
15. Fire watch
16. Temporary fire protection for construction
17. Shutdown fees
18. Raising existing fire protection piping
19. Fire protection for combustible concealed spaces, attics, and/or areas above ceilings
20. Performance and payment bond

Clarifications:

1. All isolation valves are assumed to be in good working order. Any repairs or replacements will be performed at current time and material rates.
2. Please note that this budget is not a commitment to bid the project. Please contact us if you any questions regarding this budget.
3. This budget proposal was based on a conversation only, no prints or formal design was given to John E. Green to provide a quote.
4. This Budget proposal is based on the DDA adding 10 bedrooms and 2 bathrooms to the space. This budget is pending a designers review of prints provided by the DDA and the existing riser providing the proper flow for the new occupancy.

Terms:

1. Notwithstanding any provision(s) of this Subcontract, if as a direct or indirect result of any virus, disease, contagion, or any other widespread communicable disease that causes disruption, including but not limited to COVID-19 or any other Epidemic or Pandemic (hereinafter collectively referred to as "Epidemic"), Subcontractor's work is delayed, disrupted, suspended or otherwise impacted by, among other things, (i) disruptions to material and/or equipment supply; (ii) illness of Subcontractor's workforce and/or unavailability of labor; (iii) federal, state or local government mandates (vaccine, testing, etc.), quarantines, shelter-in-place orders, closures, restrictions and/or directives; (iv) Owner or Contractor mandates (vaccine, testing, etc.), quarantines, shelter-in-place orders, closures, restrictions and/or directives; (v) fulfillment of Subcontractor's contractual or legal health and safety obligations associated with an Epidemic; then Subcontractor shall be entitled to an equitable adjustment to the Subcontract Schedule and duration to account for such disruptions, suspensions, and impacts. Under such circumstances, Subcontractor shall not be liable for any liquidated, compensatory, consequential, special, and/or indirect damages incurred by the Owner or Contractor resulting from such delays. To the extent any of the causes identified above result in an increase in the price of labor, material, or equipment used in the performance of this Subcontract, the Subcontractor shall be entitled to an equitable adjustment to the Subcontract price for such increases. Any such equitable price increases to labor, material or equipment shall be provided by way of a Change Order to the Subcontract. This language shall take precedence over any conflicting language in the Contract Documents.
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9. JEG does not warrant, and disclaims, any warranties relating to or including a warranty that the work; (a) is suitable for its intended purpose and use; and (b) shall necessarily perform properly even if installed as directed by customer.

Fw: Vacant Brewery Location

Wednesday, December 8, 2021 4:21 PM

Subject	Fw: Vacant Brewery Location
From	Maureen Owens
To	Lindsey Dotson
Sent	Wednesday, December 8, 2021 1:03 PM

For inclusion in the Board packet.

From: Halsey, Fields <Fields.Halsey@bsci.com>

Sent: Wednesday, December 8, 2021 12:48 PM

To: Jeff Schade <jefferyschade@gmail.com>; maureen-owens@hotmail.com <maureen-owens@hotmail.com>

Cc: mitts lee <mittslee@gmail.com>

Subject: Vacant Brewery Location

Happy Holidays Maureen

I am following the email you received from Jeff Schade with the very same sentiments about the proposed dorm in the old brewery.

I am currently serving as the president of the Harbor Plaza Condominium Association (247 Bridge Park) next door to the old brewery. After hearing if this quickly moving proposal, I polled other owners in our building for their opinions. All of the owners I spoke with echoed Jeff and Tammy's concerns. When the Bridge Street Tap Room moved in near us we all were in agreement that it would definitely have a negative impact on our building....it did....the increases in litter, excess garbage, parking and excessive noise are significant. One of our owners actually goes out every week and cleans up cigarette butts and garbage thrown on the street sidewalks and even in our potted plants from the employees transitioning past our building. It would be easy to see that a dormitory housing many people would only increase that traffic and increase those problems. To compound these current issues, a densely packed housing structure strips much charm and many of the positive attributes of our neighborhood.

What would be very helpful for all residents of the downtown area and the users of the marina would be a spot to acquire provisions, groceries or even a year round farm market.

Please share these thoughts with your group from the 9 owner-families that own the Harbor Plaza Building.

All the best

Fields Halsey

Boston Scientific Endoscopy

616-516-1228

From: Jeff Schade <jefferyschade@gmail.com>

Sent: Wednesday, December 8, 2021 11:43 AM

To: maureen-owens@hotmail.com

Cc: Halsey, Fields; mitts lee

Subject: {External} Vacant Brewery Location

Hello Maureen-

My name is Jeff Schade. My wife, Tammy, and I live at 247 Bridge Park Drive during the spring and summer months. We bought our condo there about 3 years ago and we love the location's proximity to all that downtown Charlevoix has to offer, as well as being next to the marina where we have had a

seasonal boat slip for many years now.

The reason we are reaching out is to express our opposition to the concept of dormitory housing at the vacant brewery location a few doors down from our residence. While we are acutely aware of the need for affordable housing for seasonal employees, we just don't feel that this is the proper location, nor the best use for this vacant space. We understand that seasonal employees are what keeps Charlevoix afloat during the hectic summer months and we must all work together to make living and housing convenient and affordable.

We already have issues from time to time with the Tap Room employees leaving cigarette butts on the street and sidewalk, and piles of smelly trash in the covered area just off the sidewalk. Adding a bulk dormitory living situation adjacent to this will only lead to the negative impact along Bridge Park Drive. However, Tammy and I do strongly support the proposal for a provisions market in that space. We think it would be a tremendous benefit to that part of downtown, especially with the proximity to the marina, the parks, the ferry passengers, etc. Having read the business plan for that concept, I can see that the applicant has really put a lot of time and enthusiasm into her proposal.

We are not in Charlevoix this time of year, so we won't be able to attend next week. Please share our input during any opportunity for public comment/input.

I don't want to ramble on here, so if you would care to further discuss this with us prior to your meeting Tuesday, by all means feel free to give us a call.

Sincerely,

Jeff and Tammy Schade

247 Bridge Park Drive, #211

(989) 573-0573

DDA/Main Street Board
210 STATE STREET CHARLEVOIX , MICHIGAN 1 49720
Charlevoix Main Street DDA
(231) 547-3257 lindseyd@cityofcharlevoix.org

Old Business

TITLE: Chamber Agreement for Downtown Promotions

DATE: December 14, 2021

PRESENTED BY: Sarah Hagen, President, Charlevoix Area Chamber of Commerce

BACKGROUND:

Chamber President Van Horn will present an update related to the conversation the Board had during our last meeting that she was unable to attend to provide clarification about downtown promotions that have been supported by the agreement we had with them for the past three years.

RECOMMENDATION:

Board discussion and direction.

ATTACHMENTS:

- ▣ Report

2022-#10000
3 YR REQ



In 2019, the Charlevoix Area Chamber of Commerce planned and executed the following promotional events focused on retail, restaurant, and service businesses in the Main Street district.

This is a detailed report of our annual efforts of which the Main Street DDA contributes \$10,000 annually.

Events:

- Winter Sidewalk Sales — \$17
- *• Easter Egg Hunt — \$125
- Summer Open House — \$1,181.13
- Summer Sidewalk Sales — \$374
- *• Holiday Parade & Tree Lighting Celebration — \$1,561.00
- Merchant Open House & Cocoa Contest — \$245.29

} CAFETERIA
* CHAMBER-CENTRIC

Promoted the following events through radio, print, Television and online advertising:

- **Radio advertising - Lite96 FM:**
 - Summer Open House
 - Holiday Parade & Tree Lighting Celebration
- **Print advertising – press releases, community calendars, banners, flyers/posters, and annual Area Guide Calendar pages for the following community events:**
 - Winter Indoor Sidewalk Sales
 - Easter Egg Hunt
 - Summer Open House
 - Summer Sidewalk Sales
 - Holiday Parade and Tree Lighting
 - Merchant Open House & Cocoa Contest
- **Print advertising - Paid advertising in the Community Shopper:**
 - Easter Egg Hunt, in partnership with Charlevoix State Bank
 - Summer Open House
 - Summer Sidewalk Sales
 - Holiday Parade & Tree Lighting Celebration
- **Online advertising/promotion: www.charlevoix.org, events page, calendar and paid website:**
 - Winter Sidewalk Sales
 - Easter Egg Hunt
 - Summer Open House
 - Summer Sidewalk Sales
 - Holiday Parade & Tree Lighting
 - Merchant Open House & Cocoa Contest



- **Online advertising/promotion:** Other community calendars including mynorth.com, wmta.org, michigan.org, etc.
 - Winter Sidewalk Sales
 - Easter Egg Hunt
 - Summer Open House
 - Summer Sidewalk Sales
 - Holiday Parade & Tree Lighting
 - Merchant Open House & Cocoa Contest
- **Weekly Biz Blast e-newsletter advertising/promotion:**
 - Winter Sidewalk Sales
 - Easter Egg Hunt
 - Summer Open House
 - Summer Sidewalk Sales
 - Holiday Parade & Tree Lighting
 - Merchant Open House & Cocoa Contest

Biz Blast sent to over 1400 subscribers with an average open rate of 36%.

- **Dedicated Event Email Blast advertising/promotion:**
 - Winter Sidewalk Sales
 - Easter Egg Hunt
 - Summer Open House
 - Summer Sidewalk Sales
 - Holiday Parade & Tree Lighting
 - Merchant Open House & Cocoa Contest

Dedicated Blast sent to over 1400 subscribers with an average open rate of 38%.

- **Facebook Advertising/promotions:**
 - Winter Sidewalk Sales
 - Easter Egg Hunt
 - Summer Open House
 - Summer Sidewalk Sales
 - Holiday Parade & Tree Lighting
 - Merchant Open House & Cocoa Contest

Total spent in 2019 on implementation, promotion and advertising related to events: \$3564.02

Total spent in 2019 on Chamber staff time related to events: \$6000.00

Charlevoix Area Chamber of Commerce Profit & Loss Detail

Date		January 1 through December 5, 2019		Memo	Amount
Activities & Events Expense		Name			
Downtown Promotions					
Easter Egg Hunt					
	03/28/2019	Michigan Officeways, Inc.	Poster Printing		75.00
	04/19/2019	Charlevoix Screen Masters	Easter Egg Hunt		50.00
Total Easter Egg Hunt					<u>125.00</u>
Summer Open House					
	05/01/2019	Charlevoix Community Shopper	Summer Open House 1/4 Page		299.00
	06/10/2019	Facebook	Advertising		25.00
	06/11/2019	Facebook	Advertising		25.00
	06/13/2019	Facebook	Advertising		25.00
	06/17/2019	Dwain Abramowski	SOH Buskers		50.00
	06/17/2019	Lee Ann Whiteman	SOH Busker		50.00
	06/17/2019	Kate McCauley	SOH Busker		50.00
	06/30/2019	Michigan Officeways, Inc.	Poster Printing		75.00
	07/28/2019	MacDonald Garber Broadcasting	Summer Open House Radio Ads		459.00
	07/31/2019	Facebook	Advertising		23.73
	08/06/2019	Joe Koprowicz	Summer Open House		100.00
Total Summer Open House					<u>1,181.73</u>
Holiday Open House					
	11/26/2019	Ace Hardware	HOH Supplies		5.29
	12/03/2019	Facebook	Promotion		100.00
	12/05/2019	Michigan Officeways	Poster Printing		75.00
	12/05/2019	Decka Digital	Cocoa Cards		65.00
Total Holiday Open House					<u>245.29</u>
Summer Sidewalk Sales					
	07/31/2019	Michigan Officeways, Inc.	Poster Printing		75.00
	08/16/2019	Charlevoix Community Shopper	Sidewalk Sales 1/4 Page Ad		299.00
Total Summer Sidewalk Sales					<u>374.00</u>
Winter Sidewalk Sales					
	01/03/2019	Michigan Officeways, Inc.	Poster Printing		75.00
	01/09/2019	Canva	Poster Design		2.00
Total Winter Sidewalk Sales					<u>77.00</u>
Tree Lighting / Parade					
	01/25/2019	Picture This	Tree Lighting Photos w/Santa - 2018		300.00
	10/31/2019	Michigan Officeways, Inc.	Poster Printing		75.00
	11/12/2019	Charlevoix Screen Masters	Banner		53.00
	11/15/2019	Charlevoix Community Shopper	Tree Lighting 1/4 Page		299.00
	11/22/2019	Facebook	Promotion		100.00
	11/24/2019	MacDonald Garber Broadcasting	Tree Lighting Radio		459.00
	11/26/2019	Family Fare	Candy Canes		25.00
	11/27/2019	Jeff Stevens	Santa		150.00
	11/27/2019	Tony Cutler	Announcements		100.00
Total Tree Lighting / Parade					<u>1,561.00</u>
Total Downtown Promotions					<u>3,564.02</u>

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DDA/Main Street Board
210 STATE STREET CHARLEVOIX , MICHIGAN 1 49720
Charlevoix Main Street DDA
(231) 547-3257 lindseyd@cityofcharlevoix.org

Old Business

TITLE: 2022-2023 Draft Budget

DATE: December 14, 2021

PRESENTED BY: Lindsey Dotson, Executive Director

BACKGROUND:

Attached is a slightly amended budget spreadsheet that was prepared by Chair Owens along with the updated Budget that we work with at City Hall.

RECOMMENDATION:

Motion to approve the 2022-2023 budget as presented.

ATTACHMENTS:

- ▣ Draft Budget
- ▣ Obligation Budget Spreadsheet

**CITY OF CHARLEVOIX
DOWNTOWN DEVELOPMENT AUTHORITY FUND
2022-23 BUDGET**

	2020-21 Actual	2021-22 Budget	2021-22 Est. Actual	2022-23 Budget
REVENUES				
CURRENT PROPERTY TAX	39,169	40,300	40,369	40,400
PROPERTY TAX - CAPTURE LOCAL	436,506	436,400	453,335	453,300
DELINQUENT PROPERTY TAX COLLECTED	1,087	-	-	-
PENALTY - PROPERTY TAX	148	100	100	100
FEDERAL / STATE / OTHER GRANTS	69,764	14,200	52,121	15,000
INTEREST EARNINGS	799	1,000	1,000	1,000
RENTS & ROYALTIES - SUNSHINE	1,000	1,000	1,000	1,000
RENTS & ROYALTIES - BIBCO LEASE	31,215	32,400	32,401	33,600
RENTS & ROYALTIES - ROUND LAKE GROUP	-	15,300	15,300	15,300
RENTS & ROYALTIES - LC BREWERS	-	-	-	15,300
MISCELLANEOUS - THE VAULT	24,410	18,000	17,000	17,000
MISCELLANEOUS & IWF REIMBURSEMENT	1,339	9,300	9,300	14,300
CONTRIBUTION - OTHER SOURCES	8,731	-	14,016	-
CONTRIBUTION - MAIN STREET	15,400	-	4,302	-
CONTRIBUTION - PERFORMANCE PAVILION	850	6,000	6,000	6,000
TRANSFER FROM OTHER FUNDS	-	-	-	-
TOTAL REVENUES	\$ 630,419	\$ 574,000	\$ 646,244	\$ 612,300

EXPENSES				
SALARIES & WAGES	47,583	48,500	48,529	50,000
WAGES - ICMA	4,961	5,100	5,096	5,200
SALARIES & WAGES - TEMPORARY	-	-	-	-
EMPLOYEE FRINGE BENEFITS	37,115	37,800	37,853	39,000
OPERATING SUPPLIES	13,456	9,200	9,243	9,400
OPERATING SUPPLIES - THE VAULT	22,310	17,000	17,000	17,000
IWF MAINTENANCE	3,225	6,000	6,000	6,000
MARKETING & PROMOTIONAL SERVICES	18,492	35,000	34,960	28,300
PROMOTION COMMITTEE EXPENSES	7,240	15,300	15,300	7,300
ORGANIZATION COMMITTEE	495	500	650	500
BUSINESS RECRUITMENT/RETENTION	71,000	-	25,000	-
CONTRACTUAL SERVICES	32,240	28,700	28,700	30,700
DESIGN COMMITTEE	10,297	15,600	25,586	15,600
DESIGN CAPITAL IMPROVEMENTS	-	-	-	-
LEGAL SERVICES	3,758	500	1,700	500
TELEPHONE	2,644	2,100	2,100	2,100
CONFERENCE & TRAVEL	1,235	1,000	1,000	1,000
PRINTING & PUBLISHING	393	-	-	-
INSURANCE & BONDS	1,410	1,500	1,749	1,800
REFUNDS - PROPERTY TAX & TIFA	-	6,000	6,000	6,000
MAINTENANCE - BRIDGE PARK BUILDING	11,952	5,000	5,000	5,000
MISCELLANEOUS	3,695	100	7,040	100
MISCELLANEOUS - MAIN STREET	3,450	500	3,610	500
LIBRARY CONTRIBUTION	30,000	30,000	30,000	30,000
TRANSFER TO OTHER FUNDS (MARINA)	335,700	336,200	336,200	336,100
TOTAL EXPENSES	\$ 662,652	\$ 601,600	\$ 648,316	\$ 592,100

EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ (32,233)	\$ (27,600)	\$ (2,072)	\$ 20,200
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YEAR END BALANCES				
FUND BALANCE / NET POSITION BEGINNING OF YEAR	3,378,134	3,553,801	3,345,901	3,343,830
CHANGE IN FUND BALANCE / NET POSITION	(32,233)	(27,600)	(2,072)	20,200
FUND BALANCE / NET POSITION	\$ 3,345,901	\$ 3,526,201	\$ 3,343,830	\$ 3,364,030
CASH & INVESTMENTS	\$ 303,943	\$ 313,403	\$ 301,871	\$ 322,071

* Note: Includes \$253,943 cash & \$50,000 investment

DDA Revenue		2020-21 Actual	2021-22 Budget	2021-22 Year-To-Date	2021-22 Est. Actual	2022-23 Budget
Account #	Account Description	3/31/2021	3/31/2022	3/31/2022	3/31/2022	3/31/2023
255-000-403.000	CURRENT PROPERTY TAX LEVY	39,169	40,300	37,022	40,369	40,400
255-000-403.001	CURRENT PROPERTY TAX LEVY T/F	436,506	436,400	323,937	453,335	453,300
255-000-420.000	DELINQUENT TAXES - DDA	1,087	-	(100)	-	-
255-000-445.000	INTEREST & PENALTIES - DELINQ	148	100	31	100	100
255-000-523.001	FEDERAL GRANTS	-	-	-	-	-
255-000-566.001	STATE GRANTS	50,000	-	25,000	25,000	-
255-000-573.000	STATE REVENUE - OTHER	9,973	9,200	13,121	13,121	10,000
255-000-580.001	GRANTS - OTHER	9,790	5,000	14,000	14,000	5,000
255-000-665.000	INTEREST EARNINGS	799	1,000	(850)	1,000	1,000
255-000-668.000	RENTS & ROYALTIES - SUNSHINE	1,000	1,000	1,000	1,000	1,000
255-000-668.002	PROPERTY RENT - BIBCO	31,215	32,400	24,301	32,401	33,600
255-000-668.003	PROPERTY RENT - ROUND LAKE GR	-	15,300	-	15,300	15,300
255-000-668.004	PROPERTY RENT - LC BREWERS	-	-	-	-	15,300
255-000-673.000	SALE OF FIXED ASSETS	-	-	-	-	-
255-000-675.002	CONTRIBUTIONS - CONCERTS	850	6,000	1,960	6,000	6,000
255-000-675.003	CONTRIBUTIONS - PRIVATE SOURCE	8,731	-	14,016	14,016	-
255-000-675.004	CONTRIBUTIONS - MAIN STREET	15,400	-	4,302	4,302	-
255-000-692.000	MISCELLANEOUS	1,339	9,300	770	9,300	14,300
255-000-692.001	MISCELLANEOUS-THE VAULT	24,410	18,000	11,913	17,000	17,000
255-000-699.000	TRANSFER FROM OTHER FUNDS	-	-	-	-	-
		\$ 630,419	\$ 574,000	\$ 470,422	\$ 646,244	\$ 612,300

Account Number	255-000-403.000		Fund	255		
Account Name	CURRENT PROPERTY TAX LEVY		Activity	DDA Revenue		
Account Description	DDA tax levy of 1.3631 mills					
		2020-21 Actual	2021-22 Budget	2021-22 Year-To-Date	2021-22 Est. Actual	2022-23 Budget
		\$ 39,169	\$ 40,300	\$ 37,022	\$ 40,369	\$ 40,400
Verify formulas						
2021-22 Est. Actual Detail	Mills	City Taxable Value	Total Levied	% Collected	Total	
	2021 DDA	1.3534	29,977,947	40,572	99.50%	40,369
					Total	\$ 40,369
2022-23 Budget Detail	Mills	City Taxable Value	Total Levied	% Collected	Total	
	2022 DDA	1.3534	29,977,947	40,572	99.50%	40,369
					Total (rounded)	\$ 40,400

Account Number	255-000-403.001		Fund	255		
Account Name	CURRENT PROPERTY TAX LEVY T/F		Activity	DDA Revenue		
Account Description	DDA TIF tax capture					
		2020-21 Actual	2021-22 Budget	2021-22 Year-To-Date	2021-22 Est. Actual	2022-23 Budget
		\$ 436,506	\$ 436,400	\$ 323,937	\$ 453,335	\$ 453,300
2021-22 Est. Actual Detail						Total
	2021 Tax Capture					\$453,334.71
					Total	\$ 453,335
2022-23 Budget Detail						Total
	2022 Tax Capture					\$453,334.71
					Total (rounded)	\$ 453,300

Account Number	255-000-420.000		Fund	255		
Account Name	DELINQUENT TAXES - DDA		Activity	DDA Revenue		
Account Description	Delinquent DDA taxes					
		2020-21 Actual	2021-22 Budget	2021-22 Year-To-Date	2021-22 Est. Actual	2022-23 Budget
		\$ 1,087	\$ -	\$ (100)	\$ -	\$ -
2021-22 Est. Actual Detail						Total
	Estimate					
					Total	\$ -
2022-23 Budget Detail						Total
	Estimate					-
					Total (rounded)	\$ -

Account Number	255-000-445.000		Fund	255		
Account Name	INTEREST & PENALTIES - DELINQ		Activity	DDA Revenue		
Account Description	Interest & penalties on delinquent DDA taxes					
		2020-21 Actual	2021-22 Budget	2021-22 Year-To-Date	2021-22 Est. Actual	2022-23 Budget
		\$ 148	\$ 100	\$ 31	\$ 100	\$ 100
2021-22 Est. Actual Detail						Total
	Estimate					100
					Total	\$ 100
2022-23 Budget Detail						Total
	Estimate					100
					Total (rounded)	\$ 100

Account Number	255-000-523.001		Fund	255	
Account Name	FEDERAL GRANTS		Activity	DDA Revenue	
Account Description	New Account Created by Annie 2016-17				

		2020-21 Actual		2021-22 Budget		2021-22 Year-To-Date		2021-22 Est. Actual		2022-23 Budget	
		\$ -		\$ -		\$ -		\$ -		\$ -	
2021-22 Est. Actual Detail										Total	
	Estimate										
								Total		\$ -	
2022-23 Budget Detail										Total	
	Estimate										
								Total (rounded)		\$ -	
Account Number	255-000-566.001				Fund	255					
Account Name	STATE GRANTS				Activity	DDA Revenue					
Account Description	New Account Created by Annie 2016-17										
		2020-21 Actual		2021-22 Budget		2021-22 Year-To-Date		2021-22 Est. Actual		2022-23 Budget	
		\$ 50,000		\$ -		\$ 25,000		\$ 25,000		\$ -	
2021-22 Est. Actual Detail										Total	
										25,000	
								Total		\$ 25,000	
2022-23 Budget Detail										Total	
								Total (rounded)		\$ -	
Account Number	255-000-573.000				Fund	255					
Account Name	STATE REVENUE - OTHER				Activity	DDA Revenue					
Account Description	Revenue from the State that is not a grant or shared revenue										
		2020-21 Actual		2021-22 Budget		2021-22 Year-To-Date		2021-22 Est. Actual		2022-23 Budget	
		\$ 9,973		\$ 9,200		\$ 13,121		\$ 13,121		\$ 10,000	
2021-22 Est. Actual Detail										Total	
	State Personal Property Tax Loss Reimbursement									13,121	
								Total		\$ 13,121	
2022-23 Budget Detail										Total	
	State Personal Property Tax Loss Reimbursement									10,000	
								Total (rounded)		\$ 10,000	

Account Number	255-000-580.001		Fund	255	
Account Name	GRANTS - OTHER		Activity	DDA Revenue	
Account Description	Other grants received by the DDA				
		2020-21 Actual	2021-22 Budget	2021-22 Year-To-Date	2021-22 Est. Actual
		\$ 9,790	\$ 5,000	\$ 14,000	\$ 14,000
					2022-23 Budget
					\$ 5,000
2021-22 Est. Actual Detail					
	Other Grants				
	Community Foundation				
					Total
					\$ 14,000
2022-23 Budget Detail					
	Community Foundation				
					Total (rounded)
					\$ 5,000

Account Number	255-000-665.000		Fund	255	
Account Name	INTEREST EARNINGS		Activity	DDA Revenue	
Account Description	Interest earnings on DDA cash and investments				
		2020-21 Actual	2021-22 Budget	2021-22 Year-To-Date	2021-22 Est. Actual
		\$ 799	\$ 1,000	\$ (850)	\$ 1,000
					2022-23 Budget
					\$ 1,000
2021-22 Est. Actual Detail					Total
	Estimate				1,000
				Total	\$ 1,000
2022-23 Budget Detail					Total
	Estimate				1,000
				Total (rounded)	\$ 1,000
Account Number	255-000-668.000		Fund	255	
Account Name	RENTS & ROYALTIES - SUNSHINE		Activity	DDA Revenue	
Account Description	Sunshine Charter kiosk rental fees				
		2020-21 Actual	2021-22 Budget	2021-22 Year-To-Date	2021-22 Est. Actual
		\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
					2022-23 Budget
					\$ 1,000
2021-22 Est. Actual Detail					Total
	Kiosk rental				1,000
				Total	\$ 1,000
2022-23 Budget Detail					Total
	Kiosk rental				1,000
				Total (rounded)	\$ 1,000

Account Number	255-000-668.002		Fund	255	
Account Name	PROPERTY RENT - BIBCO		Activity	DDA Revenue	
Account Description	BIBCO lease rental fees for office space and dock				
		2020-21 Actual	2021-22 Budget	2021-22 Year-To-Date	2021-22 Est. Actual
		\$ 31,215	\$ 32,400	\$ 24,301	\$ 32,401
					2022-23 Budget
					\$ 33,600
2021-22 Est. Actual Detail	2021 Lease				Total 32,401
				Total	\$ 32,401
2022-23 Budget Detail	2022 Lease				Total 33,628
				Total (rounded)	\$ 33,600
Account Number	255-000-668.003		Fund	255	
Account Name	PROPERTY RENT - ROUND LAKE GR		Activity	DDA Revenue	
Account Description	Tap Room/Brewery lease				
	Need more infor Lindsey	2020-21 Actual	2021-22 Budget	2021-22 Year-To-Date	2021-22 Est. Actual
		\$ -	\$ 15,300	\$ -	\$ 15,300
					2022-23 Budget
					\$ 15,300
2021-22 Est. Actual Detail	Rent - April and May, Nov - March	Per Lindsey	0	500	15300 per Id 1/27/21
					Total 15,300
	Rent - June and August	Per Lindsey	0	2000	0
					-
	Rent - July	Per Lindsey	0	2500	0
					-
	Rent - Sept - October	Per Lindsey	0	1000	0
					-
				Total	\$ 15,300
2022-23 Budget Detail	Rent - April and May, Nov - March	Per Lindsey	0	500	15300 per Id 1/27/21
					Total 15,300
	Rent - June and August	Per Lindsey	0	2000	0
					-
	Rent - July	Per Lindsey	0	2500	0
					-
	Rent - Sept - October	Per Lindsey	0	1000	0
					-
				0	
				Total (rounded)	\$ 15,300
Account Number	255-000-668.004		Fund	255	
Account Name	PROPERTY RENT - LC BREWERS		Activity	DDA Revenue	
Account Description	LC Brewers Rent				
		2020-21 Actual	2021-22 Budget	2021-22 Year-To-Date	2021-22 Est. Actual
		\$ -	\$ -	\$ -	\$ -
					2022-23 Budget
					\$ 15,300
2021-22 Est. Actual Detail	Rent for 2020-21	Jan - Dec 2020	429	April - December	0
		Jan - Dec 2021	438	Jan - March	0
	Renew Lease				
				Total	\$ -
2022-23 Budget Detail	Rent for 2021-22	Jan - Dec 2020	429	April - December	0
		Jan - Dec 2021	438	Jan - March	0
					15,300
					-
	Renew Lease	Review with Patti			
				Total (rounded)	\$ 15,300
Account Number	255-000-673.000		Fund	255	
Account Name	SALE OF FIXED ASSETS		Activity	DDA Revenue	
Account Description	Sales of DDA fixed assets				

		2020-21 Actual	2021-22 Budget	2021-22 Year-To-Date	2021-22 Est. Actual	2022-23 Budget
		\$ -	\$ -	\$ -	\$ -	\$ -
2021-22 Est. Actual Detail						Total
	Estimate					-
					Total	\$ -
2022-23 Budget Detail						Total
	Estimate					-
					Total (rounded)	\$ -
Account Number	255-000-675.002		Fund	255		
Account Name	CONTRIBUTIONS - CONCERTS		Activity	DDA Revenue		
Account Description	Contributions for concerts					
		2020-21 Actual	2021-22 Budget	2021-22 Year-To-Date	2021-22 Est. Actual	2022-23 Budget
		\$ 850	\$ 6,000	\$ 1,960	\$ 6,000	\$ 6,000
2021-22 Est. Actual Detail						Total
						6,000
					Total	\$ 6,000
2022-23 Budget Detail						Total
						6,000
					Total (rounded)	\$ 6,000
Account Number	255-000-675.003		Fund	255		
Account Name	CONTRIBUTIONS - PRIVATE SOURCE		Activity	DDA Revenue		
Account Description	Contributions to the DDA					
		2020-21 Actual	2021-22 Budget	2021-22 Year-To-Date	2021-22 Est. Actual	2022-23 Budget
		\$ 8,731	\$ -	\$ 14,016	\$ 14,016	\$ -
2021-22 Est. Actual Detail						Total
			current actual			14,016
					Total	\$ 14,016
2022-23 Budget Detail						Total
						-
					Total (rounded)	\$ -
Account Number	255-000-675.004		Fund	255		
Account Name	CONTRIBUTIONS - MAIN STREET		Activity	DDA Revenue		
Account Description	Contributions to the DDA from private sources for Main Street Program					
		2020-21 Actual	2021-22 Budget	2021-22 Year-To-Date	2021-22 Est. Actual	2022-23 Budget
		\$ 15,400	\$ -	\$ 4,302	\$ 4,302	\$ -

2021-22 Est. Actual Detail						Total
	Estimate	Tree light pledge			0 per ld 1/27/21	-
	restaurant week sponsorship?					
	Patronicity					
					Current Actual	4,302
					Total	\$ 4,302
2022-23 Budget Detail						Total
	Estimate	Tree light pledge				-
	restaurant week sponsorship?					
	Patronicity					
					Total (rounded)	\$ -
Account Number	255-000-692.000		Fund	255		
Account Name	MISCELLANEOUS		Activity	DDA Revenue		
Account Description	Miscellaneous DDA revenue					
		2020-21 Actual	2021-22 Budget	2021-22 Year-To-Date	2021-22 Est. Actual	2022-23 Budget
		\$ 1,339	\$ 9,300	\$ 770	\$ 9,300	\$ 14,300
2021-22 Est. Actual Detail						Total
	Ad Campaign					9,300
	Pavillion rentals should go to General Fund 101000646					
					Total	\$ 9,300
2022-23 Budget Detail						Total
						-
	Ad Campaign					14,300
	Pavillion rentals should go to General Fund 101000646					
					Total (rounded)	\$ 14,300
Account Number	255-000-692.001		Fund	255		
Account Name	MISCELLANEOUS-THE VAULT		Activity	DDA Revenue		
Account Description	The Vault					
		2020-21 Actual	2021-22 Budget	2021-22 Year-To-Date	2021-22 Est. Actual	2022-23 Budget
		\$ 24,410	\$ 18,000	\$ 11,913	\$ 17,000	\$ 17,000
2021-22 Est. Actual Detail						Total
						17,000
					Total	\$ 17,000
2022-23 Budget Detail						Total
						17,000
					Total (rounded)	\$ 17,000
Account Number	255-000-699.000		Fund	255		
Account Name	TRANSFER FROM OTHER FUNDS		Activity	DDA Revenue		
Account Description	Transfer from other funds to the DDA					
		2020-21 Actual	2021-22 Budget	2021-22 Year-To-Date	2021-22 Est. Actual	2022-23 Budget
		\$ -	\$ -	\$ -	\$ -	\$ -
2021-22 Est. Actual						Total
	255 DDA 22-23 Budget.xlsx					DDA Revenue

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Detail		
		Total
		\$ -
2022-23 Budget Detail		Total
		Total (rounded)
		\$ -

DDA

DDA		2020-21 Actual 3/31/2021	2021-22 Budget 3/31/2022	2021-22 Year-To-Date 3/31/2022	2021-22 Est. Actual 3/31/2022	2022-23 Budget 3/31/2023
Account #	Account Description					
255-255-706.000	SALARIES & WAGES	47,583	48,500	31,303	48,529	50,000
255-255-706.001	WAGES (ICMA)	4,961	5,100	3,535	5,096	5,200
255-255-707.000	SALARIES & WAGES - TEMPORARY	-	-	-	-	-
255-255-719.000	EMPLOYEE FRINGE BENEFITS	37,115	37,800	23,370	37,853	39,000
255-255-740.000	OPERATING SUPPLIES	13,456	9,200	6,635	9,243	9,400
255-255-740.001	OPERATING SUPPLIES-THE VAULT	22,310	17,000	12,593	17,000	17,000
255-255-776.000	IWF MAINTENANCE	3,225	6,000	-	6,000	6,000
255-255-801.000	MARKETING & PROMOTIONAL SVCS	18,492	35,000	23,378	34,960	28,300
255-255-801.003	PROMOTION COMMITTEE EXPENSES	7,240	15,300	13,872	15,300	7,300
255-255-801.004	ORGANIZATION COMMITTEE	495	500	648	650	500
255-255-801.005	BUSINESS RECRUITMENT/RETENTION	71,000	-	25,000	25,000	-
255-255-818.000	CONTRACTUAL SERVICES	32,240	28,700	28,637	28,700	30,700
255-255-818.002	DESIGN COMMITTEE	10,297	15,600	14,668	25,586	15,600
255-255-826.000	LEGAL FEES	3,758	500	1,635	1,700	500
255-255-853.000	TELEPHONE	2,644	2,100	788	2,100	2,100
255-255-860.000	CONFERENCE & TRAVEL	1,235	1,000	899	1,000	1,000
255-255-888.000	LIBRARY CONTRIBUTION	30,000	30,000	30,000	30,000	30,000
255-255-900.000	PRINTING & PUBLISHING	393	-	-	-	-
255-255-910.000	INSURANCE & BONDS	1,410	1,500	1,749	1,749	1,800
255-255-933.000	MAINTENANCE - BRIDGE PARK	11,952	5,000	1,879	5,000	5,000
255-255-962.000	MISCELLANEOUS	3,695	100	6,940	7,040	100
255-255-962.002	MISCELLANEOUS - MAIN STREET	3,450	500	3,110	3,610	500
255-255-964.000	REFUNDS & REBATES	-	6,000	4,173	6,000	6,000
255-255-999.594	TRANSFER TO MARINA FUND-BOND	335,700	336,200	-	336,200	336,100
		\$ 662,652	\$ 601,600	\$ 234,813	\$ 648,316	\$ 592,100

Account Number	255-255-706.000		Fund	255			
Account Name	SALARIES & WAGES		Activity	DDA			
Account Description	Director @ 75%, remaining 25% is Econ Development charged to City Manager's office						
		2020-21 Actual	2021-22 Budget	2021-22 Year-To-Date	2021-22 Est. Actual	2022-23 Budget	
		\$ 47,583	\$ 48,500	\$ 31,303	\$ 48,529	\$ 50,000	
2021-22 Est. Actual Detail	Position	Wage/Salary	% Allocated / Hours	OT / Other	Total	Less 10% for EFB	Total
	MAIN ST EXECUTIVE DIRECTOR	55,475	90%		49,928	(4,993)	44,935
	Treasurer	79,882	5%		3,994	(399)	3,595
	Note - Per Mark 10% coming from General Fund starting 2020-21						
						Total	\$ 48,529
2022-23 Budget Detail	Position	Wage/Salary	% Allocated / Hours	OT / Other	Total	Less 10% for EFB	Total
	MAIN ST EXECUTIVE DIRECTOR	57,139	90%		51,425	(5,143)	46,283
	Treasurer	82,278	5%		4,114	(411)	3,703
	Note - Per Mark 10% coming from General Fund starting 2020-21						
						Total (rounded)	\$ 50,000

Account Number	255-255-706.001		Fund	255	
Account Name	WAGES (ICMA)		Activity	DDA	
Account Description	Deferred Comp 457 plan				
		2020-21 Actual	2021-22 Budget	2021-22 Year-To-Date	2021-22 Est. Actual
		\$ 4,961	\$ 5,100	\$ 3,535	\$ 5,096
					2022-23 Budget
					\$ 5,200
2021-22 Est. Actual Detail	Position	Wage/Salary	% Contributed	Total	
	CED / DDA Director	44,935	10.5%	4,718	
	Treasurer	3,595	10.5%	377	
				Total	\$ 5,096
2022-23 Budget Detail	Position	Wage/Salary	% Contributed	Total	
	CED / DDA Director	46,283	10.5%	4,860	
	Treasurer	3,703	10.5%	389	
				Total (rounded)	\$ 5,200
Account Number	255-255-707.000		Fund	255	
Account Name	SALARIES & WAGES - TEMPORARY		Activity	DDA	
Account Description	Seasonal help				
		2020-21 Actual	2021-22 Budget	2021-22 Year-To-Date	2021-22 Est. Actual
		\$ -	\$ -	\$ -	\$ -
					2022-23 Budget
					\$ -
2021-22 Est. Actual Detail	Position	Wage/Hour	Weeks	Hours/Week	Total
	Farmers Market	18.00	34	0	MOVED to Recreation?General Fund
	Farmers Market Asst	400.00	1	0	MOVED to Recreation?General Fund
				Total	\$ -
2022-23 Budget Detail	Position	Wage/Hour	Weeks	Hours/Week	Total
	Farmers Market	18.00	34	0	MOVED to Recreation?General Fund
	Farmers Market Asst	400.00	1	0	MOVED to Recreation?General Fund
				Total (rounded)	\$ -
Account Number	255-255-719.000		Fund	255	
Account Name	EMPLOYEE FRINGE BENEFITS		Activity	DDA	
Account Description	Employee Fringe Benefits @ 15% for part time, 77% for full time employees				
		2020-21 Actual	2021-22 Budget	2021-22 Year-To-Date	2021-22 Est. Actual
		\$ 37,115	\$ 37,800	\$ 23,370	\$ 37,853
					2022-23 Budget
					\$ 39,000
2021-22 Est. Actual Detail	Total	%	Total		
	Full-Time	48,529	78%	37,853	
	Part-Time	-	15%	-	
				Total	\$ 37,853
2021-22 Budget Detail	Total	%	Total		
	Full-Time	50,000	78%	39,000	
	Part-Time	-	15%	-	
				Total (rounded)	\$ 39,000

Account Number	255-255-740.000		Fund	255		
Account Name	OPERATING SUPPLIES		Activity	DDA		
Account Description	Supplies for DDA					
		2020-21 Actual	2021-22 Budget	2021-22 Year-To-Date	2021-22 Est. Actual	2022-23 Budget
		\$ 13,456	\$ 9,200	\$ 6,635	\$ 9,243	\$ 9,400
2021-22 Est. Actual Detail	Increase					Total
	DTE and City Utilities					4,569
	Office supplies/computer/internet/postage/Misc Hdwr/misc					1,424
	Professional Memberships					850
	Charlevoix Dist Library					
	Misc					1,800
	Maestro - Move to Operations					600
					Total	\$ 9,243
2022-23 Budget Detail						Total
	DTE and City Utilities					4,706
	Office supplies/computer/internet/postage/Misc Hdwr					1,438
	Professional Memberships					850
	Charlevoix Dist Library					
	Misc					1,800
	Maestro - Move to Operations					600
					Total (rounded)	\$ 9,400

Account Number	255-255-740.001		Fund	255		
Account Name	OPERATING SUPPLIES-THE VAULT		Activity	DDA		
Account Description	Vault Expenses					
		2020-21 Actual	2021-22 Budget	2021-22 Year-To-Date	2021-22 Est. Actual	2022-23 Budget
		\$ 22,310	\$ 17,000	\$ 12,593	\$ 17,000	\$ 17,000
2021-22 Est. Actual Detail						Total
	Americorps - Workers					
	Other Charges					17,000
					Total	\$ 17,000
2022-23 Budget Detail						Total
	Americorps - Workers					-
	Other Charges					17,000
					Total (rounded)	\$ 17,000

Account Number	255-255-776.000		Fund	255		
Account Name	IWF MAINTENANCE		Activity	DDA		
Account Description	IWF costs - Fountain					
		2020-21 Actual	2021-22 Budget	2021-22 Year-To-Date	2021-22 Est. Actual	2022-23 Budget
		\$ 3,225	\$ 6,000	\$ -	\$ 6,000	\$ 6,000
2021-22 Est. Actual Detail						Total
	IWF start-up and winterization					5,500
	IWF inspection					200
	IWF license					300
	Additional to actual + security ??					-
					Total	\$ 6,000
2022-23 Budget Detail						Total
	IWF start-up and winterization					5,500
	IWF inspection					200
	IWF license					300

	Additional to actual + security	??		-
			Total (rounded)	\$ 6,000

Account Number	255-255-801.000		Fund	255		
Account Name	MARKETING & PROMOTIONAL SVCS		Activity	DDA		
Account Description	Concerts, movies, kiosk updates, Pure Michigan					
		2020-21 Actual	2021-22 Budget	2021-22 Year-To-Date	2021-22 Est. Actual	2022-23 Budget
		\$ 18,492	\$ 35,000	\$ 23,378	\$ 34,960	\$ 28,300
2021-22 Est. Actual Detail						Total
	Sponsorships					10,000
	Concert Series Music and Movies Move to 255-255-801.003 7,000					
	Brochures/Pamphlets/Flyers					4,000
	Tech					4,200
	Broadcast					1,750
	Mobile App					750
	Ad Campaigns per Id 1/27/21 to 14260					14,260
	More than summer					-
	venetian					-
	Main Street Mondays					-
					Total	\$ 34,960
2022-23 Budget Detail						Total
	Sponsorships					5,000
	Concert Series Music and Movies Move to 255-255-801.003 7,000					
	Brochures/Pamphlets/Flyers					4,000
	Tech					4,200
	Broadcast					-
	Mobile App					750
	Ad Campaigns per Id 1/27/21 to 14260					14,300
	More than summer					-
	venetian					-
	Main Street Mondays					-
					Total (rounded)	\$ 28,300

Account Number	255-255-801.003		Fund	255		
Account Name	PROMOTION COMMITTEE EXPENSES		Activity	DDA		
Account Description	New Account - Per Annie 2016-17					
		2020-21 Actual	2021-22 Budget	2021-22 Year-To-Date	2021-22 Est. Actual	2022-23 Budget
		\$ 7,240	\$ 15,300	\$ 13,872	\$ 15,300	\$ 7,300
2021-22 Est. Actual Detail						Total
	Shop Local Campaign					1,000
	Restaurant Week					1,500
	Shop Directory and Kiosk					800
	Concert Series Music and Movies Move from 255-255-801.000 per Id 1/27/21 to 12000					12,000
					Total	\$ 15,300
2022-23 Budget Detail						Total
	Shop Local Campaign					1,000
	Restaurant Week/cocktail					-
	Shop Directory and Kiosk					800
	Concert Series Music and Movies Move from 255-255-801.000					5,000
	Sidewalk sales					500
					Total (rounded)	\$ 7,300

Account Number	255-255-801.004		Fund	255	
Account Name	ORGANIZATION COMMITTEE		Activity	DDA	
Account Description	New Account - Per Annie 2016-17				

				2020-21 Actual	2021-22 Budget	2021-22 Year-To-Date	2021-22 Est. Actual	2022-23 Budget
				\$ 495	\$ 500	\$ 648	\$ 650	\$ 500
2021-22 Est. Actual Detail								Total
	Web Site/constant contact							500
							Addl Actuals	150
	Volunteer Management/Printing and Copying communications							
							Total	\$ 650
2022-23 Budget Detail								Total
	Web Site/constant contact							500
	Volunteer Management/Printing and Copying communications							
							Total (rounded)	\$ 500
Account Number	255-255-801.005			Fund	255			
Account Name	BUSINESS RECRUITMENT/RETENTION			Activity	DDA			
Account Description	New Account - Per Annie 2016-17							
				2020-21 Actual	2021-22 Budget	2021-22 Year-To-Date	2021-22 Est. Actual	2022-23 Budget
				\$ 71,000	\$ -	\$ 25,000	\$ 25,000	\$ -
2021-22 Est. Actual Detail								Total
	match on main							
	patronicity							
							from Grant Revenue??	25,000
							Total	\$ 25,000
2022-23 Budget Detail								Total
	Recruitment package							
							Total (rounded)	\$ -

Est. Actual Detail	estimate		1,700
		Total	\$ 1,700
2022-23 Budget Detail			Total
	estimate		500
		Total (rounded)	\$ 500

Account Number	255-255-853.000		Fund	255	
Account Name	TELEPHONE		Activity	DDA	
Account Description	Telephone expenses				
		2020-21 Actual	2021-22 Budget	2021-22 Year-To-Date	2021-22 Est. Actual
		\$ 2,644	\$ 2,100	\$ 788	\$ 2,100
					2022-23 Budget
					\$ 2,100
2021-22 Est. Actual Detail					Total
	Phones				1,500
	Cell phone stipend				600
	Total				\$ 2,100
2022-23 Budget Detail					Total
	Phones				1,500
	Cell phone stipend				600
	Total (rounded)				\$ 2,100
Account Number	255-255-860.000		Fund	255	
Account Name	CONFERENCE & TRAVEL		Activity	DDA	
Account Description	DDA Conference & travel				
		2020-21 Actual	2021-22 Budget	2021-22 Year-To-Date	2021-22 Est. Actual
		\$ 1,235	\$ 1,000	\$ 899	\$ 1,000
					2022-23 Budget
					\$ 1,000
2021-22 Est. Actual Detail					Total
	Misc Conference				-
	National Main Street conference per Id 1/27/21 change to 1000				1,000
	Main Street training				
	Total				\$ 1,000
2022-23 Budget Detail					Total
	Misc Conference				-
	National Main Street conference per Id 1/27/21 change to 1000				1,000
	Main Street training				
	Total (rounded)				\$ 1,000

Account Number	255-255-888.000		Fund	255	
Account Name	LIBRARY CONTRIBUTION		Activity	DDA	
Account Description	Pledged contribution				
		2020-21 Actual	2021-22 Budget	2021-22 Year-To-Date	2021-22 Est. Actual
		\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000
2021-22 Est. Actual Detail					Total
	Library Contribution - Agreement \$30,000 for 20 years =				\$600,000.00
	As of 2021-22 - DDA has Contributed				\$361,500
	Amount owed				\$238,500
	Total				\$ 30,000
2022-23 Budget Detail					Total
	Library Contribution - Agreement \$30,000 for 20 years =				\$600,000.00
	As of 2022-23 - DDA has Contributed				\$391,500
	Amount owed				\$208,500
	Total (rounded)				\$ 30,000
Account Number	255-255-900.000		Fund	255	
Account Name	PRINTING & PUBLISHING		Activity	DDA	
Account Description	Printing & publishing				
		2020-21 Actual	2021-22 Budget	2021-22 Year-To-Date	2021-22 Est. Actual
		\$ 393	\$ -	\$ -	\$ -
2021-22 Est. Actual Detail					Total
	Estimate				per Id 1/27/21 to 0
	Total				\$ -
2022-23 Budget Detail					Total
	Estimate				-
	Total (rounded)				\$ -
Account Number	255-255-910.000		Fund	255	
Account Name	INSURANCE & BONDS		Activity	DDA	
Account Description	DDA property insurance				
		2020-21 Actual	2021-22 Budget	2021-22 Year-To-Date	2021-22 Est. Actual
		\$ 1,410	\$ 1,500	\$ 1,749	\$ 1,749
2021-22 Est. Actual Detail					Total
	General property & liability policy				1,749
	Total				\$ 1,749
2022-23 Budget Detail					Total
	General property & liability policy				1,784
	Total (rounded)				\$ 1,800

Account Number	255-255-933.000		Fund	255	
Account Name	MAINTENANCE - BRIDGE PARK		Activity	DDA	
Account Description	Building maintenance Bridge Park Building				
		2020-21 Actual	2021-22 Budget	2021-22 Year-To-Date	2021-22 Est. Actual
		\$ 11,952	\$ 5,000	\$ 1,879	\$ 5,000
					2022-23 Budget
					\$ 5,000
2021-22 Est. Actual Detail					Total
	Estimate	per Id 1/27/21 to 5000			
				Total	\$ 5,000
2022-23 Budget Detail					Total
	Estimate	per Id 1/27/21 to 5000			
				Total (rounded)	\$ 5,000
Account Number	255-255-962.000		Fund	255	
Account Name	MISCELLANEOUS		Activity	DDA	
Account Description	Miscellaneous				
		2020-21 Actual	2021-22 Budget	2021-22 Year-To-Date	2021-22 Est. Actual
		\$ 3,695	\$ 100	\$ 6,940	\$ 7,040
					2022-23 Budget
					\$ 100
2021-22 Est. Actual Detail					Total
					100
	Actuals???				6,940
				Total	\$ 7,040
2022-23 Budget Detail					Total
					100
				Total (rounded)	\$ 100

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		Total (rounded)	\$ 336,100

DDA Capital Improvements

Account #	Account Description	2020-21 Actual 3/31/2021	2021-22 Budget 3/31/2022	2021-22 Year-To-Date 3/31/2022	2021-22 Est. Actual 3/31/2022	2022-23 Budget 3/31/2023
255-901-801.000	PROFESSIONAL SERVICES	-	-	-	-	-
255-901-818.000	CONTRACTUAL SERVICES	-	-	-	-	-
255-901-826.000	LEGAL FEES	-	-	-	-	-
255-901-971.000	LAND PURCHASE	-	-	-	-	-

\$	-	\$	-	\$	-	\$	-
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Account Number	255-901-801.000		Fund	255		
Account Name	PROFESSIONAL SERVICES		Activity	DDA Capital Improvements		
Account Description						
		2020-21 Actual	2021-22 Budget	2021-22 Year-To-Date	2021-22 Est. Actual	2022-23 Budget
		\$ -	\$ -	\$ -	\$ -	\$ -
2021-22 Est. Actual Detail						Total
	None					-
					Total	\$ -
2022-23 Budget Detail						Total
	None					-
					Total (rounded)	\$ -

Account Number	255-901-818.000		Fund	255		
Account Name	CONTRACTUAL SERVICES		Activity	DDA Capital Improvements		
Account Description						
		2020-21 Actual	2021-22 Budget	2021-22 Year-To-Date	2021-22 Est. Actual	2022-23 Budget
		\$ -	\$ -	\$ -	\$ -	\$ -
2021-22 Est. Actual Detail						Total
	None					-
					Total	\$ -
2022-23 Budget Detail						Total
	None					-
					Total (rounded)	\$ -

Account Number	255-901-826.000		Fund	255	
Account Name	LEGAL FEES		Activity	DDA Capital Improvements	
Account Description					
		2020-21 Actual	2021-22 Budget	2021-22 Year-To-Date	2021-22 Est. Actual
		\$ -	\$ -	\$ -	\$ -
2021-22 Est. Actual Detail					Total
	None				-
				Total	\$ -
2022-23 Budget Detail					Total
	None				-
				Total (rounded)	\$ -
Account Number	255-901-971.000		Fund	255	
Account Name	LAND PURCHASE		Activity	DDA Capital Improvements	
Account Description					
		2020-21 Actual	2021-22 Budget	2021-22 Year-To-Date	2021-22 Est. Actual
		\$ -	\$ -	\$ -	\$ -
2021-22 Est. Actual Detail					Total
	None				-
				Total	\$ -
2022-23 Budget Detail					Total
	None				-
				Total (rounded)	\$ -

DDA Debt Service

Account #	Account Description	2020-21 Actual 3/31/2021	2021-22 Budget 3/31/2022	2021-22 Year-To-Date 3/31/2022	2021-22 Est. Actual 3/31/2022	2022-23 Budget 3/31/2023
255-965-990.000	DEBT REFUND PAYMENT	-	-	-	-	-
255-965-991.000	BOND PRINCIPAL	-	-	-	-	-
255-965-992.000	ISSUE COSTS/DISCOUNT	-	-	-	-	-
255-965-995.000	BOND INTEREST	-	-	-	-	-
255-965-996.000	PAYING AGENT FEES	-	-	-	-	-

Hidden Cells - On Main sheet

\$	-	\$	-	\$	-	\$	-	\$	-
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Account Number	255-965-990.000		Fund	255		
Account Name	DEBT REFUND PAYMENT		Activity	DDA Debt Service		
Account Description						
		2020-21 Actual	2021-22 Budget	2021-22 Year-To-Date	2021-22 Est. Actual	2022-23 Budget
		\$ -	\$ -	\$ -	\$ -	\$ -
2021-22 Est. Actual Detail						Total
	None					-
					Total	\$ -
2022-23 Budget Detail						Total
	None					-
					Total (rounded)	\$ -

Account Number	255-965-991.000		Fund	255		
Account Name	BOND PRINCIPAL		Activity	DDA Debt Service		
Account Description	Bond principal on DDA Bonds (MM Bond Authority), Act 99 Citizens Bank					
		2020-21 Actual	2021-22 Budget	2021-22 Year-To-Date	2021-22 Est. Actual	2022-23 Budget
		\$ -	\$ -	\$ -	\$ -	\$ -
2021-22 Est. Actual Detail						Total
	None					-
					Total	\$ -
2022-23 Budget Detail						Total
	None					-
					Total (rounded)	\$ -

Account Number	255-965-992.000		Fund	255	
Account Name	ISSUE COSTS/DISCOUNT		Activity	DDA Debt Service	
Account Description					
		2020-21 Actual	2021-22 Budget	2021-22 Year-To-Date	2021-22 Est. Actual
		\$ -	\$ -	\$ -	\$ -
2021-22 Est. Actual Detail					Total
	None				-
				Total	\$ -
2022-23 Budget Detail					Total
	None				-
				Total (rounded)	\$ -
Account Number	255-965-995.000		Fund	255	
Account Name	BOND INTEREST		Activity	DDA Debt Service	
Account Description	Interest on DDA Bonds & Act 99 borrowing				
		2020-21 Actual	2021-22 Budget	2021-22 Year-To-Date	2021-22 Est. Actual
		\$ -	\$ -	\$ -	\$ -
2021-22 Est. Actual Detail					Total
	None				-
				Total	\$ -
2022-23 Budget Detail					Total
	None				-
				Total (rounded)	\$ -
Account Number	255-965-996.000		Fund	255	
Account Name	PAYING AGENT FEES		Activity	DDA Debt Service	
Account Description	Equipment rental from Motor Pool for winter maintenance				
		2020-21 Actual	2021-22 Budget	2021-22 Year-To-Date	2021-22 Est. Actual
		\$ -	\$ -	\$ -	\$ -
2021-22 Est. Actual Detail					Total
	None				-
				Total	\$ -
2022-23 Budget Detail					Total
	None				-
				Total (rounded)	\$ -

Category		Income	Expense	Net
TIF Plan				
	TIF	453300		
	Prop Tax	40400		
	Interest	100		
	Sunshine Charter	1000		
	Bibco Lease Income	33600		
	Potential Income - LCBC Space	15300		
	State Revenue Other	9200		
	Grants Other - Comm Fdn	5000		
	Wages / ICMA		55200	
	Fringe Benefits		39000	
	IWF		6000	
	Marina Fund		336100	
	Library		30000	
	Legal		500	
	Telephone		2100	
	Insurance		1500	
	Operating Supplies - YTD		9400	
	Refunds Prop Tax/TIF		6000	
	Cleaning		24000	
	Holiday Lighting		10000	
	Bridge Park Bldg/Clean/Maint		5000	
	Performance Pav. Light Install + Window Cle		1700	
	Bill's Farm Mkt - Holiday Deco		2586	
		557900	529086	28814
Optional				
	Chamber		5000	
	Ad Campaign	14300	14300	
	Marketing/Promo		9750	
	Sponsorships \$5,000			
	Brochures/Flyers \$4,000			
	Mobile App \$ 750			
	Jr. Main Street YTD		0	
	Concert Series		9250	
	Tech \$4,250			
	Musicians \$5,000			

	Promo Comm		1800	
	Shop Local Campaign \$1,000			
	Sidewalk Sales		500	
	Shop Direct. & Kiosk \$ 800			
	Org Comm		500	
	Constant Contact			
	Design Comm		3000	
	Tree Light Maint \$3,000			
	Conference		1000	
	Misc / Misc Main Street		600	
		14300	45700	(31400)
Vault	Vault Rent	17000		
	Vault Expenses YTD		17000	
		17000	17000	0
	Total Income	589200		
	Total Expenses		591786	
	Net Net			(2586)

		Funds	Expenses	
	Fund Balance	283983		
Future Commitments				
	Holiday Lighting		30000	
	TIF Assistance		20000	
	Chamber		10000	
Unsigned Options				223983
	Portable Restroom Trailer		40000	
	Big Belly Trash Systems (2)		8000	
	Bridge Repainting		200000	
	Bridge Park Building build-out		100000	
	Net Fund Balance	283983	408000	-124017

DDA/Main Street Board
210 STATE STREET CHARLEVOIX , MICHIGAN 1 49720
Charlevoix Main Street DDA
(231) 547-3257 lindseyd@cityofcharlevoix.org

New Business

TITLE: Shadowfest Request

DATE: December 14, 2021

PRESENTED BY: Maureen Owens, Chair

BACKGROUND:

To: Charlevoix Downtown Development Authority

From: Charlevoix Ground Hog Shadow Fest Committee

RE: Request for Sponsorship Support

This will be the Seventh year of the "Charlevoix Ground Hog Shadow Fest" showing our continued effort to bring economic opportunities to the community of Charlevoix with a focus on the Winter shoulder season, making Charlevoix a year-round destination.

We continue to annually review our event to make sure we are still meeting our commitment and to ensure that we are being fiscally efficient. We are partnering with the Charlevoix Junior Main Street and the Charlevoix Recreation Department to cross-promote the Winter Fundraising event. We see this as an win/win for the Community as a whole and specifically the Downtown Development District.

The **2022 Charlevoix Ground Hog Shadow Fest** cannot happen without the generosity and support of businesses and people that care! We are therefore requesting \$2,500 from the Charlevoix Downtown Development Authority as a Platinum level sponsor. We believe that the Shadow Fest continues to meet all the goals of the DDA and hope that it is considered a valid partner in our Community.

We thank you for your consideration,

Charlevoix Ground Hog Shadow Fest Committee

ATTACHMENTS:

- Request for Sponsorship Letter



To: Charlevoix Downtown Development Authority

From: Charlevoix Ground Hog Shadow Fest Committee

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Charlevoix Ground Hog Shadow Fest Committee

DDA/Main Street Board
210 STATE STREET CHARLEVOIX , MICHIGAN 1 49720
Charlevoix Main Street DDA
(231) 547-3257 lindseyd@cityofcharlevoix.org

New Business

TITLE: Destination Creation Course Registration Purchase

DATE: December 14, 2021

PRESENTED BY: Lindsey Dotson, Executive Director

BACKGROUND:

In an email from Peg Schallert the following information was shared:

We wanted to let you know about an upcoming price increase for Facilitators who will be conducting a Destination Creation Course. The current price per Destination Creation Course participant is \$149. Effective January 2022, the fee will be increasing to \$179 per participant. The increase is something we've evaluated based on the two years we've been doing the Destination Creation Course.

We want to offer you the opportunity to pre-purchase participant access for the Destination Creation Course for the price of \$149, if you purchase them by December 31, 2021. In this way, you can pay our existing fee before the end of 2021, buy the access you need, and if you have budgetary money that needs to be spent in 2021, take advantage of this offer.

Obviously, this would only benefit you if you are planning on conducting a Destination Creation Course in 2022. Your participant activation links can be used at any time in 2022 and we will keep track on our end how many you purchase and when they are used. Then, when you are ready to conduct a class, just let us know how many participants you have and we'll send the activation codes.

We want to thank you for being a Facilitator of the Destination Creation Course. If you have any questions about this promotion, please feel free to email us at info@jonschallert.com or call our office at 970-281-2923.

Jon and Peg Schallert, Vice President

The Schallert Group, Inc.

Office: 970-281-2923

Cell: 303-502-4592

Fax: 866-653-1336

Info@JonSchallert.com

https://link.edgepilot.com/s/f5691078/npaLRwLb20ubt_qH9LAISQ?u=http://www.jonschallert.com/

Mailing Address: PO Box 1210, Fraser, CO 80442

My plan based on interest expressed from approximately 6 businesses was to schedule the workshop/course to take place this winter, possibly starting in January. If we want to take advantage of this lower price for the businesses I propose we pre-purchase registrations for up to 4 people who will then reimburse us when they sign up for our training.

RECOMMENDATION:

Motion to approve pre-purchasing four registrations to the Destination Creation Course at the rate of \$149 before December 31, 2021 in order to pass on savings to businesses who register for the local workshop to be hosted this winter.