

City of Charlevoix
Downtown Development Authority Meeting minutes
Monday, August 22, 2022 - 5:30 PM
Council Chambers, City Hall

1. Call to Order

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

2. Pledge of Allegiance

3. Roll Call

Chair: Maureen Owens

Members Present: Sam Bingham, Sean Bradley, Kirby Dipert, Liam Dreyer, Mayor Luther Kurtz, Annie Oosthuizen, Paul Silva, Ron Way

Members Absent: None

City Staff: Lindsey Dotson, DDA Director; Mark L. Heydlauff, City Manager

4. Inquiry Regarding Conflicts of Interest

5. Consent Agenda

Chair Owens asked for clarification on Item 5E. Resilient Lakeshore Heritage Grant Resolutions. Ms. Owens asked which grant requires a minimum 10% match and questioned who was responsible for the match and Director Dotson responded by stating the property owner was responsible for the matching funds.

Motion by Member Bradley, seconded by Member Bingham to approve the Consent Agenda as presented.

Motion carried by unanimous voice vote.

A. Minutes for July 25, 2022 Regular Meeting

Motion to approve the minutes as presented.

B. Monthly Report to MEDC

Motion to approve the Monthly Report to MEDC as presented.

C. Financial Report

Motion to approve the Financial Report as presented.

D. Committee Minutes

Motion to approve the July 27, 2022 Promotions Organization Committee and August 4, 2022 Design Committee meeting minutes.

E. Resilient Lakeshore Heritage Grant Resolutions

Lindsey Dotson, Main Street DDA Director

Motion by Member Bradley, seconded by Member Bingham to approve Resolution 2022-08-

22 supporting the application for the Resilient Lakeshore Heritage Grant on behalf of Spartiland, LLC for 203 Bridge Street and 211 Bridge Street Associates for 211 Bridge Street.

Resolution 2022-08-22-203 Bridge Street

Whereas, the City of Charlevoix DDA has entered into an agreement with Spartiland LLC to complete the preservation work for the resource located at 203 Bridge Street, Charlevoix, MI 49720, and;

Whereas, the City of Charlevoix DDA will file an application to the Michigan State Historic Preservation Office (SHPO) for the Resilient Lakeshore Heritage Grant program in the amount of \$100,000 for the Storefront Restoration of the Buttars Building for the resource located at 203 Bridge Street, Charlevoix, MI 49720 and; Whereas, the City of Charlevoix DDA and Spartiland LLC, owner of the property at 203 Bridge Street, Charlevoix, MI 49720, have entered into an agreement delineating the parties responsible for grant administration and related activities necessary for the successful completion of the project, and;

Whereas, the City of Charlevoix DDA has appointed Lindsey Dotson, Executive Director, as the Grant Project Manager;

Whereas, the City of Charlevoix DDA acknowledges that the Resilient Lakeshore Heritage Grant Program is an expense reimbursement program. The City of Charlevoix DDA authorizes expenditures in the amount of \$100,000 for the project work, with funds from the DDA Fund, and;

Whereas, the Spartiland LLC acknowledges that reimbursements may be made, upon request, at fifty percent (50%) completion following SHPO receipt of a reimbursement request and SHPO audit and acceptance of related financial documentation and that the remainder will be reimbursed upon completion of final project work, SHPO acceptance of the final completion report, SHPO audit and acceptance of financial documentation for eligible costs and SHPO acceptance of a historic preservation easement recorded at the Register of Deeds, and;

Whereas, upon approval of the application by the SHPO the Executive Director of the City of Charlevoix DDA shall be authorized to sign the grant agreement, any necessary grant agreement amendments, and other agreement-related documents, and;

Whereas, upon completion of the project, the Spartiland LLC shall be required to execute the required historic preservation easement and record it at the County Register of Deeds before the grant reimbursement will be processed by the SHPO;

RESOLVED, that City of Charlevoix DDA directs the Executive Director to file an application for a grant from the SHPO Resilient Lakeshore Heritage Grant Program for \$100,000, and;

RESOLVED, that the Executive Director be authorized to sign the grant application and any additional grant documentation, and to take any additional administrative actions necessary to implement this resolution.

Resolution 2022-08-22-211 Bridge Street

Whereas, the City of Charlevoix DDA has entered into an agreement with 211 Bridge Street Associates to complete the preservation work for the resource located at 211 Bridge Street, Charlevoix, MI 49720, and;

Whereas, the City of Charlevoix DDA will file an application to the Michigan State Historic Preservation Office (SHPO) for the Resilient Lakeshore Heritage Grant program in the amount of \$100,000 for the rehabilitation of the Kroger Building for the resource located at 211 Bridge Street, Charlevoix, MI 49720 and;

Whereas, the City of Charlevoix DDA and 211 Bridge Street Associates, owner of the property at 203 Bridge Street, Charlevoix, MI 49720, have entered into an agreement delineating the parties responsible for grant administration and related activities necessary for the successful completion of the project, and;

Whereas, the City of Charlevoix DDA has appointed Lindsey Dotson, Executive Director, as the Grant Project Manager;

Whereas, the City of Charlevoix DDA acknowledges that the Resilient Lakeshore Heritage Grant Program is an expense reimbursement program. The City of Charlevoix DDA authorizes expenditures in the amount of \$100,000 for the project work, with funds from the DDA Fund, and;

Whereas, the 211 Bridge Street Associates acknowledges that reimbursements may be made, upon request, at fifty percent (50%) completion following SHPO receipt of a reimbursement request and SHPO audit and acceptance of related financial documentation and that the remainder will be reimbursed upon completion of final project work, SHPO acceptance of the final completion report, SHPO audit and acceptance of financial documentation for eligible costs and SHPO acceptance of a historic preservation easement recorded at the Register of Deeds, and;

Whereas, upon approval of the application by the SHPO the Executive Director of the City of Charlevoix DDA shall be authorized to sign the grant agreement, any necessary grant agreement amendments, and other agreement-related documents, and;

Whereas, upon completion of the project, 211 Bridge Street Associates shall be required to execute the required historic preservation easement and record it at the County Register of Deeds before the grant reimbursement will be processed by the SHPO;

RESOLVED, that City of Charlevoix DDA directs the Executive Director to file an application for a grant from the SHPO Resilient Lakeshore Heritage Grant Program for \$100,000, and;

RESOLVED, that the Executive Director be authorized to sign the grant application and any additional grant documentation, and to take any additional administrative actions necessary to implement this resolution.

Motion carried by unanimous voice vote.

6. Reports

A. Director's Report

Member Dipert stated that he wanted to discuss again the Director's expenses for traveling to Main Street conferences. Motion by Member Dipert, seconded by Member Bradley to add the discussion to New Business as Item C.

Motion carried by unanimous voice vote.

Director Dotson stated that one item was not included in the report regarding the portable restroom issue and she wanted to include the most up-to-date pricing estimates. She had given pricing information to Member Silva, but updated pricing would be a forthcoming item for a future meeting agenda.

7. Old Business

8. New Business

A. Alley Corridor Implementation Discussion

Lindsey Dotson, Main Street DDA Director

Director Dotson reviewed the options for the alley corridor implementation project including:

- Mason to Clinton Street implementation in conjunction with the City's infrastructure - \$13,380 for landscaping plus \$30,000 for each dumpster enclosure;
- Clinton to Park implementation - brick pavers north to south in Van Pelt Alley; total cost of \$210,000
- Antrim to Mason implementation - pavers for walkway/sidewalk areas: \$138,950 and landscaping: \$8,000.

Discussion followed regarding the proposed projects, the projects currently planned and funded by the City, possible impacts on property values, and underground infrastructure issues needed before paver projects.

Motion by Member Dipert, seconded by Member Bradley to postpone this discussion until the September meeting.

Motion carried by unanimous voice vote.

B. Downtown Housing Incentive Program

Lindsey Dotson, Main Street DDA Director

Director Dotson stated at the June Economic Vitality Committee meeting there was discussion regarding the deed restriction program and how it was a tool in their toolbox for achieving their overarching goals. Ms. Dotson stated they had only received one full application that was awarded last year.

Motion by Mayor Kurtz, seconded by Member Bradley to move item (7A Old Business-Downtown Housing Incentive) down to New Business (on the agenda).

Motion carried by unanimous voice vote.

Motion by Mayor Kutr, seconded by Member Dipert to table discussion on the Housing Incentive item for the next meeting.

Motion carried by unanimous voice vote.

C. Property Acquisition Discussion

Lindsey Dotson, Main Street DDA Director

Director Dotson stated that during the Board's last work session, the Board discussed exploring the possibility of being more actively involved in housing. Ms. Dotson stated that she recently received correspondence from a property owner who wanted the DDA to make an offer on a property, but generally speaking she wanted to gauge the Board's interest in that type of transaction. Discussion followed regarding the need for workforce housing, the potential property purchase, MEDC support/involvement in community meetings and the formal bidding process for a redevelopment team, mixed use development vs. workforce housing, and the mixed use element required for funding from the State funds. No formal action was taken by the Board.

D. Director's Traveling Expenses for Main Street

Member Dipert stated the Main Street Program has had some benefits but he thought that they were going to continue to be a member of Main Street but not an active participant. Chair Owens stated that in April she suggested they graduate from Main Street, but since no formal action was taken, the Board is required to meet the program's minimum requirements. The Board discussed the benefits of Main Street, related costs and what changes would be needed if the DDA did not participate in the Main Street Program, and the continuation and future of the Junior Main Street Program.

Chair Owens opened the item for public comment, one was heard and opposed.

Motion by Member Bradley, seconded by Member Dipert that the DDA graduate from the Main Street Program.

Discussion followed regarding the pros and cons of graduating from the Michigan Main Street Program. Director Dotson stated that she was concerned that they have not formally addressed any of the other public bodies that were initially engaged to support the DDA in the Main Street endeavors and the stakeholders in the downtown have not been asked for their opinion on moving away from Main Street. Director Dotson listed other items, including grants and reports that would be eliminated or changed with the graduation from the Main Street program. Member Dipert asked the Chair to call the question.

Yeas: Bradley, Bingham, Dipert, Kurtz, Oosthuizen, Owens, Way

Nays: Dreyer, Silva

Absent: None

Motion carried.

9. Public Comment

10. Request for Future Agenda Items

Mayor Kurtz suggested a plan of action be created to deal with all of the situations involved in graduating from the Main Street Program, the Board concurred.

11. Board Comments

Mayor Kurtz thanked Sean Bradley for his years of fine service to the DDA. Member Bradley thanked the Members and Director Dotson, City Council and City Manager, and Shirley Gibson and the people of Charlevoix for putting their faith in him and allowing him to serve on this Board.

12. Adjourn

The meeting adjourned at 6:55 p.m.

Sarah Dvoracek/fgm City Clerk

Maureen Owens Chair

CHARLEVOIX MAIN STREET MISSION

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