

City of Charlevoix
Downtown Development Authority Meeting minutes
Monday, October 24, 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, Kirby Dipert, Liam Dreyer, Mayor Luther Kurtz, Annie Oosthuizen, Paul Silva

Members Present: Ron Way

Absent:

Staff Present: Lindsey Dotson, DDA Executive Director; Mark Heydlauff, City Manager

4. Inquiry Regarding Conflicts of Interest

5. Consent Agenda

Member Dreyer stated regarding the draft minutes (from September 26, 2022 under Section B. DDA Restructuring), he would have made a motion to rescind if he had been given the correct information by Member Dipert. Chair Owens stated that she contacted Eleanor "Coco" Siewart, Professional Registered Parliamentarian for the Michigan Municipal League, regarding the motion and if the motion could in fact could have been made. After consulting with Ms. Siewart, Ms. Owens stated that any member could have rescinded the motion at the next meeting, however since action had been taken regarding the motion, the motion could not have been made. Action was taken by the DDA submitting the letter requesting to graduate from MMS and then the State acknowledged the letter with the next steps. Member Dreyer requested the minutes be amended to include, "Member Dipert stated that a motion to rescind can be made anytime within a reasonable period of time but it has to be done by someone voting in the affirmative. Ms. Owens stated that any member of the board could have made a motion to rescind at the next meeting if no action was taken; however, the decision stands according to Robert's Rules.

Motion by Mayor Kurtz, seconded by Member Bingham to approve the Consent Agenda with the Regular Meeting minutes of September 26, 2022 amended as discussed.

Motion carried by unanimous voice vote.

A. DDA Financial

Motion to approve the Financial Report as presented.

B. Minutes - Regular Meeting

Motion to approve the minutes as amended.

C. Monthly Reports to MEDC

Motion to approve the August & September 2022 Monthly Reports to MEDC as presented.

D. Annual Report to Treasury

Motion to approve the Annual Report to Treasury (FY 22 TIF District PA 57 Annual Report Charlevoix) as presented.

E. Minutes - Work Session

Motion to approve the work session minutes of September 23, 2022 as presented.

6. Reports

A. Director's Report

Lindsey Dotson, DDA Director

Director Dotson asked if any Board Members were interested in attending the State of the Community on November 2, 2022, and if needed, she could arrange for a table for DDA members. Director Dotson announced that on September 27, 2022, there was the ribbon cutting for Bella's Pizzeria. Chair Owens questioned a comment made by Director Dotson that Redevelopment Ready Communities certification and/or engagement is no longer required to receive state funding and/or incentives. Director Dotson stated that MEDC had stated that because there were so many communities that were either engaged or certified in the RRC program, there was no longer a requirement for funding or incentives.

7. Old Business

A. Mason Street Infrastructure Updates

Mark Heydlauff, City Manager

City Manager Mark Heydlauff reviewed the background information provided in the agenda packet regarding the Mason Street infrastructure upgrades. He stated the reconstruction of Mason Street is necessary to reconstruct the rest of Antrim Street and it also made sense to look at the Mason Street parking lot. He stated it would be the recommendation of City staff to publish the bid for the construction of Mason Street in December with bidding on the parking lot as an alternative (cost estimate of \$500,000 for the street itself and \$700,000 for the parking lot). Mr. Heydlauff responded to questions from the Board Members and discussion followed regarding a potential contribution from DDA funding towards this project.

Chair Owens opened the item for public comment, none were heard.

Motion by Member Dipert, seconded by Mayor Kurtz to offer \$100,000 from DDA funds toward the enhancement project and alleyway off Mason Street. Mayor Kurtz requested to amend the motion to include all of the pavers on Mason Street that are included in the Alleyway Improvement Plan and that it has to be completed in 2023, seconded by Dipert.

Yeas: Bingham, Dreyer, Dipert, Kurtz, Oosthuizen, Owens, Silva

Nays: None

Absent: Way

Motion carried.

B. Budget Obligations Update

Lindsey Dotson, DDA Director

Mayor Kurtz questioned the cost for the remainder of the design/engineering costs for the remainder of the alleyways in the Alleyway Improvement Plan and Mr. Heydlauff stated that typically the cost for design/engineering services is 7-10% of the total cost of the project. Mr. Heydlauff stated that the VanPelt Alley portion included going from asphalt to brick pavers and not underground utility work, and his estimate for those engineering costs would be \$50,000. The Board concurred to add this item to the discussion for the upcoming budget.

Chair Owens stated that they were going to add \$50,000 for the engineering costs associated with Van Pelt Alley and the other half from Clinton to Mason to the Future Commitments portion of the budget. Director Dotson stated that she had removed the Library contribution amount of \$58,500 from the Future Commitments and the Chamber line should reflect \$15,000 rather than \$1,500. Discussion followed regarding housing incentives.

Mayor Kurtz left the meeting at this time (6:31 p.m.) and thanked everyone as this was his last DDA meeting.

Chair Owens opened the item for public comment, none were heard.

C. Portable Restrooms

Lindsey Dotson, DDA Director

Director Dotson reviewed two estimates from companies that could provide different types of port-a-john units. Member Silva stated that he had brought this up as a need due to a shortage of public restrooms in the downtown area and they were exploring the idea of a permanent structure with plumbing and electrical which came up to an estimated cost of over \$100,000 and then the discussion changed to providing nicer port-a-johns. Discussion followed regarding potential locations for the port-a-johns.

D. Downtown Housing Incentive Program

Lindsey Dotson, DDA Director

The item was previously discussed.

8. New Business

A. Igloos

Lindsey Dotson, DDA Director

Director Dotson summarized the history and issues regarding the igloos used in the winter. The proposed new location for the igloos is the patio space of J. Bird Provisions. Discussion followed regarding borrowing, selling or renting the igloos to J. Bird Provisions.

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

Motion by Member Dipert, seconded by Member Oosthuizen to ask the Parks Department if they have an interest in the igloos and if that doesn't work, then allow J. Bird Provisions the opportunity to make an offer to purchase the igloos.

Motion carried by unanimous voice vote.

B. Renewal of Property Management Agreement

Lindsey Dotson, DDA Director

Motion by Member Bingham, seconded by Member Oosthuizen to approve the renewal of the property management agreement in its current form for another year with Northwest Rentals for the Bridge Park Building.

Motion carried by unanimous voice vote.

9. Public Comment

10. Request for Future Agenda Items

11. Board Comments

12. Adjourn

The meeting was adjourned at 6:51 p.m.

Sarah J. Dvoracek/fgm City Clerk

Maureen Owens Chair

CHARLEVOIX DDA MISSION

The mission of the DDA 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.