

City of Charlevoix
Downtown Development Authority Meeting Minutes
Monday, April 24, 2023 - 5:30 PM
Council Chambers, City Hall

1. Call to Order

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

2. Pledge of Allegiance

3. Roll Call

Chair:	Maureen Owens
Members Present:	Kirby Dipert, Liam Dreyer, Mayor Lyle Gennett, Anne Oosthuizen, Danielle Scheller, Paul Silva, Ron Way
Members Absent:	Sam Bingham
Staff Present:	Lindsey Dotson, DDA Executive Director

4. Inquiry Regarding Conflicts of Interest

5. Consent Agenda

Motion by Member Dipert, seconded by Member Dreyer to approve the Consent Agenda as presented.

Motion carried by unanimous voice vote.

A. Minutes from Regular Meeting on January 23, 2023

Motion to approve the minutes as presented.

B. DDA Financial

Motion to approve the DDA Financial Report as of April 20, 2023.

C. Placemaking Committee Minutes

Motion to approve the minutes as presented.

6. Reports

A. Bridge Park Building Maintenance Update

Lindsey Dotson, DDA Director

Director Dotson provided the Board with an update regarding the Bridge Park Building mainly related to the HVAC system and she referenced the two options in her report with the recommendations to allow each tenant to control the temperature on their side of the building. Ms. Dotson stated everything was dependent on Johnson Controls getting access to the building and giving an estimate for the program for the thermostats. Ms. Dotson stated the second option to consider, which would probably be the least expensive, was to consider installing new individual thermostats for direct control of individual air handling units. Director Dotson responded to questions from the Board Members regarding repairs needed to the

HVAC system.

B. Director's Report

Lindsey Dotson, DDA Director

Director Dotson reminded the Board that there was a ribbon cutting scheduled for Fat Face on Wednesday, April 26th at 11:00 a.m.

7. Old Business

A. Resilient Lakeshore Heritage Grant Resolution Amendment

Director Dotson stated that they had a grammatical error in a Resolution that was approved and adopted in August and, since it was a minor correction, they can motion to correct the address and the grant application will still be valid.

Motion by Member Dreyer, seconded by Member Silva to amend Resolution 2022-08-22, supporting the application for the Resilient Lakeshore Heritage Grant on behalf of Spartiland, LLC for property located at 216 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 216 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 216 Bridge Street, Charlevoix, MI 49720 and;

Whereas, the City of Charlevoix DDA and Spartiland LLC, owner of the property at 216 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 expenditure 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.

Motion carried by unanimous voice vote.

8. New Business

A. Construction Promotion Discussion

Lindsey Dotson, DDA Director

Director Dotson stated this item was scheduled for discussion at the March meeting that was canceled, so some of the information has changed. Vice Chair Dipert stated that he contacted the Director in February because he was getting some negative feedback from the merchants but doing anything at this point was probably moot. Director Dotson stated that they were going to plan some additional activities along East Park during the last First Friday event on May 5th.

B. J. Bird Provisions Lease Renewal

Lindsey Dotson, DDA Director

Director Dotson reviewed the particulars of the lease renewal with J. Bird Provisions, which had included a 3% rent increase, but given information recently discovered related to the \$5,900 property tax bill that the tenant will have to pay, the tenant will be working with the assessor to go through a process to request valuation of the property to be reconsidered based on factors that would reduce its value. Director Dotson stated another request was made to not require Board approval for subleasing arrangements, which is in light of a partnership that is in the works with a local winery that would set up a tasting room within J. Bird. Discussion followed regarding the tenant's requests, the property valuation and taxes, the small claim appeal through the Michigan Tax Tribunal, and the requirement for full Board approval for any subleasing agreements.

Motion by Member Way, seconded by Member Oosthuizen to approve a 3-year lease renewal for 109 Bridge Park Drive with J. Bird Provisions setting aside (suspend) the 3% increase for this current year.

Yeas: Owens, Gennett, Oosthuizen, Scheller, Way

Nays: Dipert, Dreyer

Abstain: Silva

Absent: Bingham

Motion carried.

Motion by Member Way, seconded by Vice Chair Dipert to give the DDA Executive Committee permission to act regarding sublease agreements for the J. Bird property and to act within 72 hours on all things being considered.

Motion carried by unanimous voice vote.

C. Live on the Lake Summer Series

Lindsey Dotson, DDA Director

Director Dotson summarized the performances scheduled for the Live on the Lake Summer Series for 2023 and the Interlochen Public Radio "Sound Garden" project.

Motion by Vice Chair Dipert, seconded by Member Silva to approve the Live on the Lake series lineup for 2023.

Motion carried by unanimous voice vote.

D. Election of Officers Discussion

Lindsey Dotson, DDA Director

Motion by Member Dreyer, seconded by Vice Chair Dipert to nominate Maureen Owens for Chair for a one-year term ending in April 2024.

Motion carried by unanimous voice vote.

Motion by Member Silva, seconded by Member Way to nominate Kirby Dipert for Vice Chair for a one-year term ending in April 2024.

Motion carried by unanimous voice vote.

E. Contract Renewal: Bills Farm Market

Lindsey Dotson, DDA Director

Director Dotson stated that this proposal was for a 3-year agreement including labor costs to install wreaths, garland, and lights downtown during the holidays (installation in November, removal in January).

Motion by Member Oosthuizen, seconded by Member Scheller to approve a contract with Bill's Farm Market for holiday wreaths, garland, and light installment for 2023, 2024, & 2025 for an annual cost (per year) of \$3,157.45.

Motion carried by unanimous voice vote.

F. Cooperative Ad Campaign

Lindsey Dotson, DDA Director

Director Dotson stated that in order to push further into the digital realm of advertising, they will be working with MyNorth Media and 9&10 News and further described what the www.downtowncharlevoix.com website will look like once the digital campaign launches.

Motion by Member Silva, seconded by Mayor Gennett to approve the 2023-2024 Cooperative Ad Campaign in partnership with MyNorth Media.

Motion carried by unanimous voice vote.

G. Alleyway Improvement Grant Extensions

Lindsey Dotson, DDA Director

Director Dotson stated that in March 2022, the DDA Board awarded two Alleyway Improvement Grants to A Notable Way and the 211/215 Bridge Street project. The program requires that the work be completed within a year of the award, and both projects are still in progress. The grantees have requested a six-month extension, which has been recommended by the Design/Placemaking Committee.

Motion by Mayor Gennett, seconded by Member Way to grant a six-month extension to A Notable Way and 211/215 Bridge Street to complete projects related to the Alleyway

Improvements Grant Program.

Motion carried by unanimous voice vote.

9. Public Comment

Jonathan Scheel, Zoning Administrator for the City of Charlevoix, (re)introduced himself to the Board.

10. Request for Future Agenda Items

11. Board Comments

Mayor Gennett thanked the Board Members for stepping up and continuing to serve on the DDA Board.

12. Adjourn

Chair Owens adjourned the meeting at 6:20 p.m.

Sarah J. Dvoracek/fgm

City Clerk

Mauren Owens

Chair

CHARLEVOIX DDA MISSION

The mission of the Charlevoix 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.