



Agenda
City of Charlevoix Downtown Development Authority Meeting
Monday, August 28, 2023 - 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**
 - A. Minutes Regular Meeting - June 26, 2023
- 6. Reports**
 - A. DDA Financials as of August 25, 2023
 - B. Director's Report
Lindsey Dotson, DDA Director
- 7. Old Business**
- 8. New Business**
 - A. Van Pelt Alley Reconstruction
Mark Heydlauff, City Manager
- 9. Public Comment**
- 10. Request for Future Agenda Items**
- 11. Board Comments**
- 12. Adjourn**

Persons with disabilities who need an accommodation to fully participate in these meetings should contact the City Clerk's Office at 231-547-3250 or by email clerk@charlevoixmi.gov. A 24-hour notice may be needed for certain accommodations. An attempt will be made to grant all reasonable accommodations requests.

Charlevoix Downtown Development Authority

Consent Agenda

Title: Minutes Regular Meeting - June 26, 2023

Date: August 28, 2023

Presented By: Lindsey Dotson, DDA Director

Background:

Recommendation:

Attachments:

1. 2026.06.26 DDA DRAFT

City of Charlevoix
Downtown Development Authority Meeting Minutes
Monday, June 26, 2023 - 5:30 PM
Council Chambers, City Hall

1. Call to Order

The meeting was called to order by Vice Chair Kirby Dipert at 5:30 p.m.

2. Pledge of Allegiance

3. Roll Call

Vice Chair Kirby Dipert

Members Sam Bingham, Liam Dreyer, Mayor Lyle Gennett, Paul Silva, Ron Way

Present:

Members Anne Oosthuizen, Maureen Owens, Danielle Scheller

Absent:

Staff Present: Lindsey Dotson, DDA Executive Director

4. Inquiry Regarding Conflicts of Interest

5. Amendment to the Agenda-Presentation of Civic Clerk Board Portal Tutorial

Vice Chair Dipert stated that they needed to amend the agenda to allow the City Clerk Sarah Dvoracek, explain how to use the board portal within the agenda management software.

Motion by Member Silva, seconded by Member Way to add an item to the agenda to allow the City Clerk to explain the new Agenda Management software.

Motion carried by unanimous voice vote.

Clerk Dvoracek provided the Board with a brief demonstration of the Civic Clerk's Board Portal.

6. Consent Agenda

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

Motion carried by unanimous voice vote.

A. Minutes

Motion to approve the minutes as presented.

B. Committee Minutes

Motion to approve the Downtown Placemaking Committee minutes as presented.

C. Financial Report

Motion to approve the DDA Financial Report as of June 23, 2023 as presented.

7. Reports

A. Director's Report

Lindsey Dotson, DDA Director

Vice Chair Dipert questioned the status of the Big Belly Project and Director Dotson stated they were still waiting for a response from their grant application.

Director Dotson stated the State of Michigan had contacted her and they received a \$20,000 grant to support the Historical Society for the Train Depot because it is in need of a new roof.

Member Dreyer stated one of the chess pieces in the Main Street alleyway has been damaged and Director Dotson will check into getting the piece replaced.

Discussion followed regarding solid waste removal in the downtown area and the businesses that share dumpsters and associated problems.

8. Old Business

A. J.bird Provisions Lease Renewal

Lindsey Dotson, DDA Director

Director Dotson stated no action was needed and the lease had minor changes regarding the taxes. The lease had been signed and the DDA would be responsible for a portion of the taxes, which would be approximately \$1,562.77. Ms. Dotson stated when Idea Farm Designs' lease is up for renewal in October the same language would be added regarding taxes and the DDA would be responsible for a portion of the taxes for that space as well.

9. New Business

A. Facade Grant Program

Lindsey Dotson, DDA Director

Director Dotson stated the DDA's previous facade grant program had been structured with a 50/50 split with the DDA paying 50% of the award for each project. Ms. Dotson reported the MEDC had a new program to aid local facade grant programs, Facade Restoration Initiative (FRI), which would reduce the DDA's match down to 10% of the property and the property owner's investment down to 40%. Ms. Dotson stated she had a meeting with MEDC on June 27 to discuss the program further and the Placemaking Committee will and can assist with edits or revisions to the program guidelines that would be necessary to move forward.

Director Dotson explained the DDA could request funding of up to \$500,000 at a cost of \$50,000 to the DDA. Ms. Dotson asked that at least one Board Member serve on the Placemaking Committee as well. Member Dreyer stated that he would be interested. Director Dotson responded to questions from the Board Members about the previous program and the new MEDC program.

Wendy Hoyt, Charlevoix homeowner and urban planner, stated that the facade grant was a fantastic opportunity for the community and the DDA could ask the Charlevoix Community Foundation for assistance in raising part of the \$50,000 match funds needed.

10. Public Comment

11. Request for Future Agenda Items

12. Board Comments

Vice Chair Dipert questioned how the new roadway and landscaping on Mason Street would impact the Venetian Festival. Director Dotson stated she would discuss the issues with the City Manager and Public Works Director and she would update the Board Members by email.

13. Adjourn

The meeting adjourned at 6:23 p.m.

Sarah Dvoracek/fgm Clerk

Kirby Dipert Vice-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.

Charlevoix Downtown Development Authority

Reports

Title: DDA Financials as of August 25, 2023

Date: August 28, 2023

Presented By: Lindsey Dotson, DDA Director

Background:

Recommendation:

Attachments:

1. DDA Financials as of 8-25-23

CITY OF CHARLEVOIX
 DETAIL REVENUES WITH COMPARISON TO BUDGET
 FOR THE 5 MONTHS ENDING AUGUST 31, 2023

FUND 248 - DOWNTOWN DEVELOPMENT FUND

		PRIOR YR ACTUAL	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
	REVENUE						
248-000-403.000	CURRENT PROPERTY TAX LEVY	42,516.13	4,316.25	12,886.29	43,900.00	(31,013.71)	29.35
248-000-403.001	CURRENT PROPERTY TAX LEVY T/F	508,022.99	.00	374,752.00	508,000.00	(133,248.00)	73.77
248-000-411.000	DELINQUENT TAXES - DDA	563.12	.00	(177.13)	.00	(177.13)	.00
248-000-437.000	IFT/CFT TAXES	820.31	.00	.00	800.00	(800.00)	.00
248-000-445.000	INTEREST & PENALTIES - DELINQ	104.27	.00	.00	100.00	(100.00)	.00
248-000-523.001	FEDERAL GRANTS	.00	.00	(7,606.44)	.00	(7,606.44)	.00
248-000-574.000	STATE REVENUE - OTHER	13,959.04	.00	.00	13,000.00	(13,000.00)	.00
248-000-581.001	GRANTS - OTHER	.00	.00	.00	5,000.00	(5,000.00)	.00
248-000-665.000	INTEREST EARNINGS	992.41	73.74	(63.87)	1,000.00	(1,063.87)	(6.39)
248-000-667.000	RENTS & ROYALTIES - SUNSHINE	1,000.00	.00	.00	1,000.00	(1,000.00)	.00
248-000-667.002	PROPERTY RENT - BISCO	33,628.20	.00	17,148.40	41,200.00	(24,051.60)	41.62
248-000-667.005	PROPERTY RENT-LONG RD DISTILL	(2,100.00)	.00	.00	.00	.00	.00
248-000-667.006	PROPERTY RENT - BRIDGE PARK	19,248.42	1,375.00	4,850.00	16,800.00	(11,950.00)	28.87
248-000-674.001	CONTRIBUTIONS - TREE LIGHTS	232.20	.00	.00	.00	.00	.00
248-000-674.002	CONTRIBUTIONS - CONCERTS	2,942.45	300.00	4,632.00	6,000.00	(1,368.00)	77.20
248-000-674.003	CONTRIBUTIONS - PRIVATE SOURCE	1,980.00	861.25	1,126.25	.00	1,126.25	.00
248-000-674.004	CONTRIBUTIONS - MAIN STREET	.00	.00	66.25	.00	66.25	.00
248-000-677.000	MISCELLANEOUS	(800.00)	.00	.00	14,300.00	(14,300.00)	.00
	TOTAL FUND REVENUE	623,109.54	6,926.24	407,613.75	651,100.00	(243,486.25)	62.60

CITY OF CHARLEVOIX
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 5 MONTHS ENDING AUGUST 31, 2023
FUND 248 - DOWNTOWN DEVELOPMENT FUND

		PRIOR YR ACTUAL	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT		% OF BUDGET
DOWNTOWN DEVELOPMENT AUTHO							
248-728-702.000	SALARIES & WAGES	43,984.23	4,201.84	18,133.33	51,800.00	33,666.67	35.01
248-728-702.001	WAGES (ICMA)	4,796.38	441.19	1,986.38	5,400.00	3,413.62	36.78
248-728-719.000	EMPLOYEE FRINGE BENEFITS	34,307.69	.00	10,866.57	40,400.00	29,533.43	26.90
248-728-740.000	OPERATING SUPPLIES	11,760.79	1,197.05	3,712.11	9,500.00	5,787.89	39.07
248-728-776.000	IWF MAINTENANCE	.00	.00	.00	6,000.00	6,000.00	.00
248-728-801.000	MARKETING & PROMOTIONAL SVCS	26,993.92	25.58	1,827.79	26,000.00	24,172.21	7.03
248-728-801.003	PROMOTION COMMITTEE EXPENSES	9,699.96	2,918.61	11,433.26	9,000.00	(2,433.26)	127.04
248-728-801.004	ORGANIZATION COMMITTEE	.00	.00	.00	700.00	700.00	.00
248-728-801.005	BUSINESS RECRUITMENT/RETENTIO	25,000.00	.00	.00	.00	.00	.00
248-728-818.000	CONTRACTUAL SERVICES	36,129.16	17,839.97	23,896.47	36,000.00	12,103.53	66.38
248-728-818.002	DESIGN COMMITTEE	19,694.00	.00	.00	16,000.00	16,000.00	.00
248-728-826.000	LEGAL FEES	449.50	310.00	1,519.00	500.00	(1,019.00)	303.80
248-728-830.000	INSURANCE & BONDS	2,379.51	.00	(41.06)	2,500.00	2,541.06	(1.64)
248-728-853.000	TELEPHONE	1,135.87	101.80	465.79	2,000.00	1,534.21	23.29
248-728-860.000	CONFERENCE & TRAVEL	3,864.33	344.91	689.31	2,000.00	1,310.69	34.47
248-728-888.000	LIBRARY CONTRIBUTION	30,000.00	.00	.00	30,000.00	30,000.00	.00
248-728-933.000	MAINTENANCE - BRIDGE PARK	21,473.00	4,850.58	7,535.01	30,000.00	22,464.99	25.12
248-728-962.000	MISCELLANEOUS	.00	558.59	558.59	100.00	(458.59)	558.59
248-728-962.002	MISCELLANEOUS - MAIN STREET	208.99	59.99	245.97	500.00	254.03	49.19
248-728-964.000	REFUNDS & REBATES	4,394.42	.00	4,447.33	6,000.00	1,552.67	74.12
248-728-995.000	TRANSFER TO OTHER FUNDS	.00	.00	100,000.00	100,000.00	.00	100.00
248-728-995.006	TRANSFER TO MARINA FUND-BOND	336,100.00	.00	.00	335,400.00	335,400.00	.00
	TOTAL DOWNTOWN DEVELOPMENT	612,371.75	32,850.11	187,275.85	709,800.00	522,524.15	26.38
	TOTAL FUND EXPENDITURES	612,371.75	32,850.11	187,275.85	709,800.00	522,524.15	26.38
	NET REVENUES OVER EXPENDITURE	10,737.79	(25,923.87)	220,337.90	(58,700.00)	279,037.90	375.36

Charlevoix Downtown Development Authority

Reports

Title: Director's Report

Date: August 28, 2023

Presented By: Lindsey Dotson, DDA Director

Background:

Director Out of Office

September 28th - 29th - MHPN Board Retreat in Midland

October 23rd - 27th - Housing Assistance Council's Rural Housing Conference in Washington DC

November 21st - 22nd - Vacation

Facade Grant Program Update

The state informed me last week that the Facade Grant program will not get funded next year, so all work being done on this has ceased.

RRC Updates:

- **Antrim Street project:** The timeline of this project will depend on another project the owner is involved in pending state funding.
- **Hurlbut project:** This project is still moving forward but has been put on hold for at least one year. The developer is currently paying the current owners for the entire year as they continue to adjust and fine-tune their plans to build. The last update we had heard before this was that they were back to building site condominiums, similar to Edgewater or Pointes North.
- **Design assistance - VUE Wine Bar:** Final renderings were shared during the June meeting. Now resources need to be identified to make this project realistic to move forward.
- **Chamber of Commerce Building:** This building is officially on our list of priority sites to be redeveloped into a mixed-use building to incorporate workforce housing apartments and commercial space for the chamber and other possible tenants. When MEDC's new fiscal year starts on October 1st, we will hit the ground running, focusing on this property as far as working with the RRC team and consultants to design/build what could exist there and ensure that numbers would work for what is designed, then go through rounds of public meetings and approvals, which will eventually lead to putting out an RFP for developers to take on the project as the city would like to see it.
- **Two more potential sites:** two more properties that are/were for sale in the district could potentially be added as priority sites depending on what kind of resources they will be in need of as redevelopment plans are solidified for each.

Optimize Main Street Grant:

We recently got word that Charlevoix HarborWear and The Cantina were awarded a \$2,500 grant along with technical assistance focusing on the technology upgrade needs of the business.

Mason Street Project

While the project was completed at the end of June, there are still odds and ends that need to be addressed for project completion, including some electrical work for lighting, EV charging stations, etc.

Bridge Park Building HVAC Update

It has been comfortable for our tenants this summer, thankfully!

Lakeshore Resilience Heritage Grant Awarded

I am still working to get the RFP put together for this.

State Historic Tax Credit Application Update

It seems that some of the work done on the building disqualifies it from being eligible for the tax credit, so we will no longer be moving forward with that application.

Big Belly Update

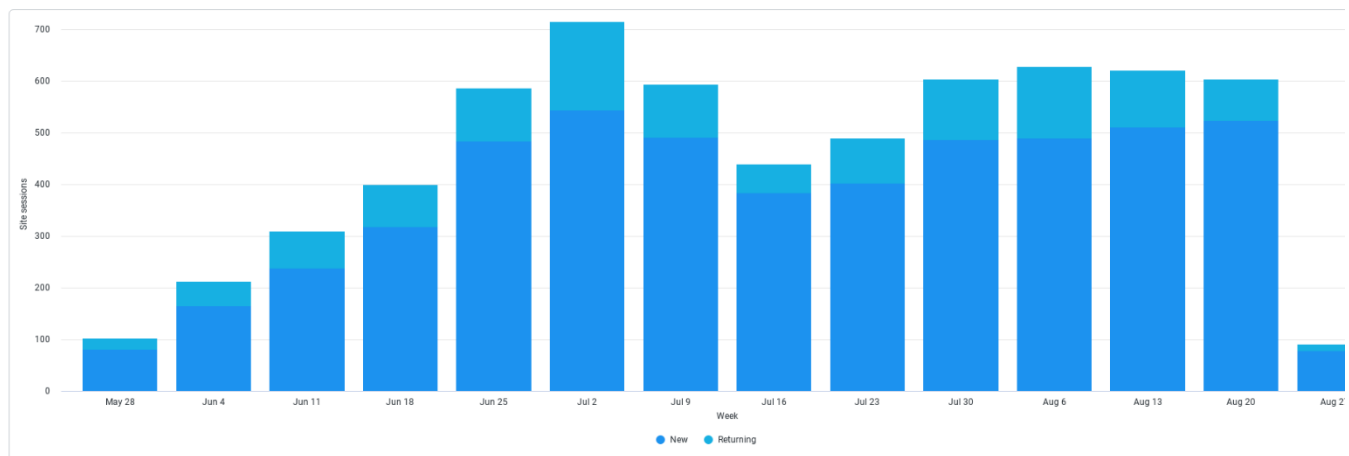
We did not receive the grant we applied for through EGLE.

Cooperative Ad Campaign Update

Our ads started running in July and started with 3 businesses and then 3 more started in August. Our ads will continue to run through October because of that staggered start. I have yet to receive reports from MyNorth or, [9and10news.com](https://www.9and10news.com) but I've attached an overview of our website's activity once the ads started.

Traffic Over Time (split, bar chart)

Select a time period is from 2023/06/01 until 2023/08/29 Group by is Week Select a measure is Site sessions Split by is Visitor type Exclude bots is Yes



Generated by Looker on August 28, 2023 at 5:21 PM UTC

Live on the Lake

It was a great season - I plan to put together a report for the year including attendance numbers that will be shared in the near future. We have a great video that captures highlights of the season that can be found on our website: <https://www.downtowncharlevoix.com/summer-concerts>

Waste Removal Survey

Our volunteers have been making steady progress collecting surveys - a few more to go and we will be able to compile all of the data to inform a robust conversation about our current waste removal situation.

Recommendation:

No action is needed.

Attachments:

None

Charlevoix Downtown Development Authority

New Business

Title: Van Pelt Alley Reconstruction

Date: August 28, 2023

Presented By: Mark Heydlauff, City Manager

Background:

This spring, work in Van Pelt Alley required portions of the asphalt to be removed. With the successful completion of the decorative alley work adjacent to Mason Street, it seems like a good demonstration of the design elements of the Alley Corridor Vision and Plan we've been working on for a few years. Rather than just replace the asphalt, we are proposing to make a decorative, brick paver intersection adjacent to Cherry Republic and Bloom Floral. This would mirror the style used in the alley east of the parking lot that was reconstructed this spring off Mason Street. We plan to do this work in the fall season to minimize business disruptions in the area. All other open areas of Van Pelt Alley would be repaved.

The total cost for this work is about \$70,000 but \$25,000 was set aside in the original project for repaving. The City Council approved this plan conditioned a splitting the remaining cost with the DDA. The DDA would pay \$22,500 and the City would match this amount.

Recommendation:

Motion to contribute \$22,500 toward Van Pelt Alley decorative reconstruction.

Attachments:

1. Revised Park St. Alley Proposal 2023

PROPOSAL



P.O. Box 6150 Traverse City, MI 49696-6150
1.800.3ELMERS • 231.943.3443 • 231.943.8975 Fax
www.TeamElmers.com
EOE/AA

Proposal submitted to:

City of Charlevoix
Attn. Pat Elliot
401 W. Carpenter Ave.
Charlevoix, MI 49720

6/11/2023
231-547-3275
pate@charlevoixmi.gov
Job # 530757

We hereby submit specifications and estimates for:

**Provide all Labor, Equipment, and Materials to perform the following work at:
Park St. Alley Charlevoix**

Mobilization and Traffic control
Sawcut ,remove and dispose existing asphalt roadway
Grade and compact existing road gravel
Supply and install two layers of 1 1/2" HMA per drawing
Supply and install brick pavers and concrete ribbon curb per drawing

Total \$ 69,440.00

Proposal excludes permits, surveying, soil testing and aggregate base
Proposal is based off drawing supplied by City of Charlevoix

I can be reached directly at 231-642-1824 or jk340@teamelmers.com

Thank you for the opportunity to bid this project

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workers' Compensation Insurance. The General Conditions attached hereto or appearing on the back side of this Proposal are hereby incorporated by reference.

TEAM Elmers Authorized Signature

Name: **Justin Kelenske**

Note: This proposal may be withdrawn by us if not accepted within **30** days.

Acceptance of Proposal

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified.

Signature _____

(Sign and return copy upon acceptance)

Date of Acceptance _____

A finance charge of 1.5% per month, which is an annual percentage rate of 18% per year, or a minimum charge of \$.50 per month, shall be applied to all accounts over 30 days past due.

When reviewing estimates and selecting a contractor:

- Always get multiple bids for a project. The lowest bid is not necessarily the best choice. Try to get an understanding of why one bid is significantly lower or higher than others; the reasons might change your decision.
- Get recent references from the contractors you are considering.
- Make sure the contractor has the appropriate business and builder licenses, as well as insurance.
- All project specifications and payment terms should be written in the contract.
- The best contractors provide a written warranty or guarantee.

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