CITY OF CHARLEVOIX

Agenda
City of Charlevoix Downtown Development Authority Meeting
Monday, November 27, 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
   B. Committee Minutes
6. **Reports**
   A. Financial Report
   B. Director's Report
      Lindsey Dotson, DDA Director
   C. Annual Report to Treasury
      Lindsey Dotson, DDA Director
7. **Old Business**
   A. Termination of Agreement with MSF/SHPO for Resilient Lakeshore Heritage Grant
      Lindsey Dotson, DDA Director
8. **New Business**
   A. New Microphones for Bandshell
      Lindsey Dotson, DDA Director
   B. 2024 Calendar of Meetings
      Lindsey Dotson, DDA Director
   C. Set Date for Budget Work Session
      Lindsey Dotson, DDA Director
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
Date: November 27, 2023

Presented By: Lindsey Dotson, DDA Director

Background:

Recommendation:

Attachments:

1. Draft Minutes - DDA Regular Meeting August 28, 2023
2. DRAFT DDA Special Meeting Minutes Sept. 25, 2023

City of Charlevoix
Downtown Development Authority Meeting Minutes
Monday, August 28, 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:	Sam Bingham, Kirby Dipert, Liam Dreyer, Mayor Lyle Gennett, Anne Oosthuizen, Danielle Scheller, Paul Silva
Members Absent:	Ron Way
Staff Present:	Lindsey Dotson, DDA Executive Director; Mark L. Heydlauff, City Manager

4. **Inquiry Regarding Conflicts of Interest**

5. **Consent Agenda**
   Motion by Member Dreyer, seconded by Member Bingham to approve the Consent Agenda as presented.
   Motion carried by unanimous voice vote.
   A. Minutes Regular Meeting - June 26, 2023
      Motion to approve minutes as presented.
6. **Reports**

   A. DDA Financials as of August 25, 2023

   B. Director's Report
      Lindsey Dotson, DDA Director
      Director Dotson stated she has been invited to be a speaker at the Housing Assistance Rural Housing Council in Washington, DC in late October and she and City Manager Heydlauff will be giving a presentation regarding rural housing in northern Michigan.

      Director Dotson stated the facade grant program, which was a program they were working on with the State, has no funding.

      Director Dotson reported that they did receive two (2) small grants for Charlevoix Harborware and the Cantina through the Optimize Main Street Program, which is tied to technical assistance of $2,500 each to help implement technological needs.

Director Dotson stated the grant they applied for through the Environment, Great Lakes, and Energy (EGLE) for the Big Belly recycling bins was not awarded to the DDA. Member Oosthuizen questioned if there were any other grant opportunities available and Director Dotson stated that she had looked into a number of grant programs, but had not found any that fit Charlevoix's needs.

7. Old Business

8. New Business

A. Van Pelt Alley Reconstruction

Mark Heydlauff, City Manager

City Manager Heydlauff stated the City has been working on the Alley Corridor Vision plan for several years, which was kicked off by the Sustainable Built Environment Initiative by Michigan State University back in 2017. Mr. Heydlauff summarized the various improvements that have been undertaken since the study, including the most recent improvements between Van Pelt Alley, Hoop Skirt Alley and Mason Street that were completed this spring.

City Manager Heydlauff stated that the proposal before the Board was a further effort to implement the Van Pelt Alley reconstruction. City Council agreed to fund half of the remainder, $22,500 conditioned on the DDA putting forth the same amount. The work could be completed this fall.

City Manager Heydlauff responded to questions from the Board Members. Discussion followed regarding the possibility of available DDA funds for this project. Director Dotson stated their fund balance was at $263,000, which is where they normally take funds for larger types of expenditures.

Motion by Member Dipert, seconded by Member Dreyer that the DDA contribute $22,500 toward the Van Pelt Alley decorative reconstruction plan.
Motion carried by unanimous roll call vote.

9. Public Comment

10. Request for Future Agenda Items

11. Board Comments

Member Oosthuizen stated she was disappointed in the scheduling of the meetings and moving forward they should stick to every other month or go back to meetings every month. Discussion followed regarding having quarterly meetings at a minimum. Director Dotson stated the State requires the DDA to have two (2) public info meetings every year and she had been handling that during their regular meetings, but because the meetings have been irregular, she hadn't been able to put out the two-week notice to the public for that type of meeting. Ms. Dotson stated the 2023 meeting schedule that the Board voted on showed meetings in September and November and if the Board was going to switch to quarterly meetings it should be done in 2024.

Member Dipert stated when the Mason Street project was completed there is an area that is part

of the City parking lot that goes onto the parking for the Beacon Center as well that they've put grass and they should have put mulch or something else because he didn't know who was supposed to mow and maintain that area. Mr. Dipert stated that it was not currently being maintained.

12. Adjourn

The meeting adjourned at 5:59 p.m.

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.

_____ _____

Sarah Dvoracek/fgm, Clerk Maureen Owens Chair

CITY OF CHARLEVOIX
DOWNTOWN DEVELOPMENT AUTHORITY SPECIAL/INFO MEETING
Monday, September 25, 2023 at 5:30 p.m.
City Hall Council Chambers

The informal meeting was called to order at 5:30 p.m. by Director Dotson.

1. Call to Order

2. Roll Call

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

3. Presentations

a. Public Info Meeting Presentation

Pursuant to Pursuant to Public Act 57 of 2018, the City of Charlevoix DDA Executive Director presented an Annual Report document outlining recent accomplishments, current projects, and future goals for all DDA stakeholders.

4. Adjourn.

Meeting adjourned at 6:15 p.m.

_____ _____

Lindsey J. Dotson Executive Director Maureen Owens Chair

DRAFT

Charlevoix Downtown Development Authority

Consent Agenda

Title: Committee Minutes
Date: November 27, 2023

Presented By: Lindsey Dotson, DDA Director

Background:

Recommendation:

Attachments:

1. 8-10-2023 Downtown Placemaking Committee Minutes
2. 10-5-2023 Downtown Placemaking Committee Minutes

Charlevoix Downtown Placemaking Committee
Thursday, August 10, 2023
4:00 PM at City Hall
Minutes

Attendees: L. Dreyer, G. DeMeyere (via phone), L. Dotson, J. Duerr, D. Fate, C. Kranz, D. Miles, P. Weston
Absent: J. Rowley

The Meeting was called to order at 4:05 pm. The Minutes from the June 15, 2023, meeting were approved as written. A new member, Liam Dreyer, representing the DDA was introduced.

I. Outstanding Business

a. DDA Report: Revival of the façade grant program was approved.
b. SBEI projects: Most are tied with infrastructure projects and MDOT projects. Van Pelt Alley is slated to get pavers at the intersection.
c. Historic District signage: No change in status.
d. Trash Handling: John and Gail made significant progress in distributing the survey to businesses. The owners were for the most part quite receptive. Lindsey is compiling the data. Recycling large cardboard seems to be a priority need and an opportunity. The County will therefore need to be contacted by our committee to engage their involvement; Annemarie Conway is a suggested contact. This could also be a potential project for Jr DDA.
e. Revival of Façade Grant program: We need to update our existing program and have it ready by October 1, with viable projects. Denise will review and edit the packet for recommended changes to refresh it. There are several potential projects to be considered.
f. Wayfinding Refresh: This project is deferred until a later date due to other priorities. The group is concerned about adding any signage, but is open to repurposing or supplanting existing signs, especially to aid pedestrians.
g. Tax credit update (211 Bridge St.): This is on hold because of the inset balcony windows on the front of the building.
h. Alleyway Grants: 211/215 Bridge - Some work is still outstanding, which will need to be wrapped up soon.
i. RRC redevelopment priority sites: There is some movement on all the identified sites.

The meeting was adjourned at 5:05 p.m. **Next meeting: September 7, 2023 @ 4 pm in City Hall.**

CHARLEVOIX DDA MISSION
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Charlevoix Downtown Placemaking Committee

Thursday, October 5, 2023

4:00 PM at City Hall

Minutes

Attendees: L. Dotson, J. Duerr (via Zoom), D. Fate, D. Miles, P. Weston

Absent: G. DeMeyere, L. Dreyer, C. Kranz, J. Rowley

The Meeting was called to order at 4:05 pm. The Minutes from the August 10, 2023, meeting were approved as written.

I. Outstanding Business

a. DDA Report: Lindsey distributed the DDA annual report she recently prepared on the state of downtown, with highlights of accomplishments and economic and demographic statistics.

b. SBEI projects: Van Pelt Alley pavers are down – paving to be completed Monday.

c. Historic District signage: The Historic District application can now move forward since the Buttars building restoration project in unlikely to happen with the new owner, keeping it a non-contributing building.

d. Trash Handling survey: No further progress. Lindsey will reach out to Co. Commissioner Annemarie Conway regarding recycling.

e. Tax Credit Update: The application is not moving forward. The inset balconies will remain in the 211 Bridge building thereby disqualifying it.

f. Alleyway Grant Update: One grant has been issued (Angel Wings). Work is delayed on the other one due to insurance matters related to the recent fire. The grant will need to be extended.

g. RRC Site Updates:

i. Hurlbut - The hotel project is not moving forward.

ii. Chamber building - a feasibility study will be done to determine the best use of the property.

II. New Business

a. Jennifer Harsha Carroll and Sharon Smithem submitted a proposal for a possible mural of an artistic interpretation of one the the Irene Harsha Young's maps of the area (Little Traverse region). This would be similar to one that was on the Mineva Cafe building in East Park in the 1940s. The group liked the idea and will seek out a feasible location. A candidate is the Ron Way building on Van Pelt Ally, facing Clinton St. The building owner would need to permit it. Cost/funding tbd.

b. Jr DDA idea for a program next year: Rehabbing Hoffman Park and installing a small public rest room. The group was very receptive to this since the park and old bridge railings there need refurbishment, and the rest room is badly needed.

The meeting was adjourned at 5:15 pm. **Next meeting: December 7, 2023 @ 4 pm in City Hall.**

Charlevoix Downtown Development Authority

Reports

Title: Financial Report
Date: November 27, 2023

Presented By: Lindsey Dotson, DDA Director

Background:
Here is a draft of our 2024-2025 Budget with actuals as of November 15th.
Recommendation:

Attachments:
1. 248 DDA 24-25 Budget as of 11-15-23

CITY OF CHARLEVOIX
DOWNTOWN DEVELOPMENT AUTHORITY FUND
2024-25 BUDGET

	2022-23 Actual	2023-24 Budget	2023-24 Est. Actual	2024-25 Budget
REVENUES				
CURRENT PROPERTY TAX	42,516	43,900	45,892	45,900
PROPERTY TAX - CAPTURE LOCAL	508,023	508,000	532,974	533,000
DELINQUENT PROPERTY TAX COLLECTED	563	-	-	-
IFT/CFT TAXES	820	800	800	800
PENALTY - PROPERTY TAX	104	100	100	100
FEDERAL / STATE / OTHER GRANTS	13,959	18,000	46,124	21,100
INTEREST EARNINGS	992	1,000	1,000	1,000
INTEREST EARNINGS - LEASES	10,946	-	11,000	11,000
RENTS & ROYALTIES - SUNSHINE	1,000	1,000	1,000	1,000
RENTS & ROYALTIES - BIBCO LEASE	35,175	41,200	41,156	42,500
RENTS & ROYALTIES - ROUND LAKE GROUP	-	-	-	-
RENTS & ROYALTIES - LC BREWERS	-	-	-	-
RENTS & ROYALTIES - LONG RD DISTILL	(2,100)	-	-	-
RENTS & ROYALTIES - BRIDGE PARK	19,248	16,800	16,800	16,800
MISCELLANEOUS - THE VAULT	-	-	-	-
MISCELLANEOUS & IWF REIMBURSEMENT	(800)	14,300	14,300	14,300
CONTRIBUTION - OTHER SOURCES	1,980	-	1,800	1,800
CONTRIBUTION - TREE LIGHTS	232	-	-	-
CONTRIBUTION - MAIN STREET	-	-	66	-
CONTRIBUTION - PERFORMANCE PAVILION	2,942	6,000	6,000	6,000
TRANSFER FROM OTHER FUNDS	-	-	-	-
TOTAL REVENUES	**$ 635,603**	**$ 651,100**	**$ 719,013**	**$ 695,300**
EXPENSES				
SALARIES & WAGES	43,984	51,800	51,830	53,900
WAGES - ICMA	4,796	5,400	5,442	5,700
SALARIES & WAGES - TEMPORARY	-	-	-	-
EMPLOYEE FRINGE BENEFITS	34,308	40,400	40,428	42,000
OPERATING SUPPLIES	11,761	9,500	9,549	9,700
OPERATING SUPPLIES - THE VAULT	-	-	-	-
IWF MAINTENANCE	-	6,000	6,000	6,000
MARKETING & PROMOTIONAL SERVICES	26,994	26,000	26,000	26,000
PROMOTION COMMITTEE EXPENSES	9,700	9,000	11,690	9,000
ORGANIZATION COMMITTEE	-	700	700	700
BUSINESS RECRUITMENT/RETENTION	25,000	-	-	-
CONTRACTUAL SERVICES	36,129	36,000	58,450	36,000
DESIGN COMMITTEE	19,694	16,000	16,105	16,000
DESIGN CAPTIAL IMPROVEMENTS	-	-	-	-
LEGAL SERVICES	450	500	1,520	500
TELEPHONE	1,136	2,000	2,000	2,100
CONFERENCE & TRAVEL	3,864	2,000	2,900	2,000
PRINTING & PUBLISHING	-	-	-	-
INSURANCE & BONDS	2,380	2,500	2,479	2,500
REFUNDS - PROPERTY TAX & TIFA	4,394	6,000	6,000	6,000
MAINTENANCE - BRIDGE PARK BUILDING	21,473	30,000	30,000	30,000
MISCELLANEOUS	-	100	560	100
MISCELLANEOUS - MAIN STREET	209	500	500	500
LIBRARY CONTRIBUTION	30,000	30,000	30,000	30,000
TRANSFER TO OTHER FUNDS	2,338	100,000	100,000	-
TRANSFER TO OTHER FUNDS (MARINA)	336,100	335,400	335,400	339,000
TOTAL EXPENSES	**$ 614,710**	**$ 709,800**	**$ 737,553**	**$ 617,700**
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	**$ 20,893**	**$ (58,700)**	**$ (18,540)**	**$ 77,600**
YEAR END BALANCES				
FUND BALANCE / NET POSITION BEGINNING OF YEAR	2,857,501	3,195,701	2,878,394	2,859,853
CHANGE IN FUND BALANCE / NET POSITION	20,893	(58,700)	(18,540)	77,600
FUND BALANCE / NET POSITION	**$ 2,878,394**	**$ 3,137,001**	**$ 2,859,853**	**$ 2,937,453**
CASH & INVESTMENTS	**$ 300,859 ***	**$ 232,955**	**$ 282,318**	**$ 359,918**

*** Note: Cash includes $50,000 investment**

DDA Revenue

Account #	Account Description	2022-23 Actual 3/31/2023	2023-24 Budget 3/31/2024	2023-24 Year-To-Date 3/31/2024	2023-24 Est. Actual 3/31/2024	2024-25 Budget 3/31/2025
248-000-403.000	CURRENT PROPERTY TAX LEVY	42,516	43,900	41,604	45,892	45,900
248-000-403.001	CURRENT PROPERTY TAX LEVY T/F	508,023	508,000	374,752	532,974	533,000
248-000-411.000	DELINQUENT TAXES - DDA	563	-	(177)	-	-
248-000-437.000	IFT/CFT TAXES	820	800	209	800	800
248-000-445.000	INTEREST & PENALTIES - DELINQ	104	100	30	100	100
248-000-523.001	FEDERAL GRANTS	-	-	(7,606)	-	-
248-000-566.001	STATE GRANTS	-	-	25,000	25,000	-
248-000-574.000	STATE REVENUE - OTHER	13,959	13,000	16,124	16,124	16,100
248-000-581.001	GRANTS - OTHER	-	5,000	-	5,000	5,000
248-000-665.000	INTEREST EARNINGS	992	1,000	84	1,000	1,000
248-000-665.002	INTEREST EARNINGS - LEASES	10,946	-	-	11,000	11,000
248-000-667.000	RENTS & ROYALTIES - SUNSHINE	1,000	1,000	1,000	1,000	1,000
248-000-667.002	PROPERTY RENT - BIBCO	35,175	41,200	27,437	41,156	42,500
248-000-667.003	PROPERTY RENT - ROUND LAKE GR	-	-	-	-	-
248-000-667.004	PROPERTY RENT - LC BREWERS	-	-	-	-	-
248-000-667.005	PROPERTY RENT-LONG RD DISTILL	(2,100)	-	-	-	-
248-000-667.006	PROPERTY RENT - BRIDGE PARK	19,248	16,800	10,229	16,800	16,800
248-000-693.000	SALE OF FIXED ASSETS	-	-	-	-	-
248-000-674.001	CONTRIBUTIONS - TREE LIGHTS	232	-	-	-	-
248-000-674.002	CONTRIBUTIONS - CONCERTS	2,942	6,000	4,632	6,000	6,000
248-000-674.003	CONTRIBUTIONS - PRIVATE SOURCE	1,980	-	1,792	1,800	1,800
248-000-674.004	CONTRIBUTIONS - MAIN STREET	-	-	66	66	-
248-000-677.000	MISCELLANEOUS	(800)	14,300	-	14,300	14,300
248-000-677.001	MISCELLANEOUS-THE VAULT	-	-	-	-	-
248-000-699.000	TRANSFER FROM OTHER FUNDS	-	-	-	-	-
		$ 635,603	**$ 651,100**	**$ 495,176**	**$ 719,013**	**$ 695,300**

Account Number	**248-000-403.000**	**Fund**	**248**	
Account Name	**CURRENT PROPERTY TAX LEVY**	**Activity**	**DDA Revenue**	
Account Description	DDA Tax Levy			

2022-23 Actual	2023-24 Budget	2023-24 Year-To-Date	2023-24 Est. Actual	2024-25 Budget
$ 42,516	**$ 43,900**	**$ 41,604**	**$ 45,892**	**$ 45,900**

Verify formulas

2023-24 Est. Actual Detail

	Mills	City Taxable Value	Total Levied	% Collected	Total
2023 DDA	1.3252	34,804,554	46,123	99.50%	45,892
				Total	**$ 45,892**

2024-25 Budget Detail

	Mills	City Taxable Value	Total Levied	% Collected	Total
2024 DDA	1.3252	34,804,554	46,123	99.50%	45,892
Estimated					
				Total (rounded)	**$ 45,900**

Account Number	248-000-403.001		Fund	248
Account Name	CURRENT PROPERTY TAX LEVY T/F		Activity	DDA Revenue
Account Description	DDA TIF tax capture			

2022-23 Actual	2023-24 Budget	2023-24 Year-To-Date	2023-24 Est. Actual	2024-25 Budget
$ 508,023	$ 508,000	$ 374,752	$ 532,974	$ 533,000

2023-24 Est. Actual Detail		Total
	2023 Tax Capture	$532,973.85
	Total	$ 532,974

2024-25 Budget Detail		Total
	2024 Tax Capture	$532,973.85
	Total (rounded)	$ 533,000

Account Number	248-000-411.000		Fund	248
Account Name	DELINQUENT TAXES - DDA		Activity	DDA Revenue
Account Description	Delinquent DDA taxes			

2022-23 Actual	2023-24 Budget	2023-24 Year-To-Date	2023-24 Est. Actual	2024-25 Budget
$ 563	$ -	$ (177)	$ -	$ -

2023-24 Est. Actual Detail		Total
	Estimate	
	Total	$ -

2024-25 Budget Detail		Total
	Estimate	-
	Total (rounded)	$ -

Account Number	248-000-437.000		Fund	248
Account Name	IFT/CFT TAXES		Activity	DDA Revenue
Account Description	IFT/CFT Taxes			

2022-23 Actual	2023-24 Budget	2023-24 Year-To-Date	2023-24 Est. Actual	2024-25 Budget
$ 820	$ 800	$ 209	$ 800	$ 800

2023-24 Est. Actual Detail			Total
	New - CFT	Used Actuals	800
		Total	$ 800

2024-25 Budget Detail			Total
	New - CFT	2%	816
		Total (rounded)	$ 800

Account Number	248-000-445.000		Fund	248
Account Name	INTEREST & PENALTIES - DELINQ		Activity	DDA Revenue
Account Description	Interest & penalties on delinquent DDA taxes			

2022-23 Actual	2023-24 Budget	2023-24 Year-To-Date	2023-24 Est. Actual	2024-25 Budget
$ 104	$ 100	$ 30	$ 100	$ 100

2023-24 Est. Actual Detail		Total
	Estimate	100
	Total	$ 100

2024-25 Budget Detail		Total
	Estimate	100
	Total (rounded)	$ 100

Account Number	248-000-523.001		Fund	248
Account Name	FEDERAL GRANTS		Activity	DDA Revenue
Account Description	New Account Created by Annie 2016-17			

2022-23 Actual	2023-24 Budget	2023-24 Year-To-Date	2023-24 Est. Actual	2024-25 Budget
$ -	$ -	$ (7,606)	$ -	$ -

2023-24 Est. Actual Detail		Total
	Estimate	
	Total	$ -

2024-25 Budget Detail		Total
	Estimate	
	Total (rounded)	$ -

Account Number	248-000-566.001		Fund	248
Account Name	STATE GRANTS		Activity	DDA Revenue
Account Description	New Account Created by Annie 2016-17			

2022-23 Actual	2023-24 Budget	2023-24 Year-To-Date	2023-24 Est. Actual	2024-25 Budget
$ -	$ -	$ 25,000	$ 25,000	$ -

2023-24 Est. Actual Detail		Total
		25,000
	Total	$ 25,000

2024-25 Budget Detail		Total
	Total (rounded)	$ -

Account Number	248-000-574.000		Fund	248
Account Name	STATE REVENUE - OTHER		Activity	DDA Revenue
Account Description	Revenue from the State that is not a grant or shared revenue			

2022-23 Actual	2023-24 Budget	2023-24 Year-To-Date	2023-24 Est. Actual	2024-25 Budget
$ 13,959	$ 13,000	$ 16,124	$ 16,124	$ 16,100

2023-24 Est. Actual Detail		Total
	State Personal Property Tax Loss Reimbursement	16,124
	Total	**$ 16,124**

2024-25 Budget Detail		Total
	State Personal Property Tax Loss Reimbursement	16,124
	Total (rounded)	**$ 16,100**

Account Number	248-000-581.001		Fund	248	
Account Name	GRANTS - OTHER		Activity	DDA Revenue	
Account Description	Other grants received by the DDA				

2022-23 Actual	2023-24 Budget	2023-24 Year-To-Date	2023-24 Est. Actual	2024-25 Budget
$ -	$ 5,000	$ -	$ 5,000	$ 5,000

2023-24 Est. Actual Detail		Total
	Other Grants	
	Community Foundation	5,000
	Total	$ 5,000

2024-25 Budget Detail		Total
	Community Foundation	5,000
	Total (rounded)	$ 5,000

Account Number	248-000-665.000		Fund	248
Account Name	INTEREST EARNINGS		Activity	DDA Revenue
Account Description	Interest earnings on DDA cash and investments			

2022-23 Actual	2023-24 Budget	2023-24 Year-To-Date	2023-24 Est. Actual	2024-25 Budget
$ 992	$ 1,000	$ 84	$ 1,000	$ 1,000

2023-24 Est. Actual Detail		Total
	Estimate	1,000
	Total	$ 1,000

2024-25 Budget Detail		Total
	Estimate	1,000
	Total (rounded)	$ 1,000

Account Number	248-000-665.002		Fund	248
Account Name	INTEREST EARNINGS - LEASES		Activity	DDA Revenue
Account Description				

2022-23 Actual	2023-24 Budget	2023-24 Year-To-Date	2023-24 Est. Actual	2024-25 Budget
$ 10,946	$ -	$ -	$ 11,000	$ 11,000

2023-24 Est. Actual Detail		Total
	Estimate	11,000
	Total	$ 11,000

2024-25 Budget Detail		Total
	Estimate	11,000
	Total (rounded)	$ 11,000

Account Number	248-000-667.000		Fund	248
Account Name	RENTS & ROYALTIES - SUNSHINE		Activity	DDA Revenue
Account Description	Sunshine Charter kiosk rental fees			

2022-23 Actual	2023-24 Budget	2023-24 Year-To-Date	2023-24 Est. Actual	2024-25 Budget
$ 1,000	$ 1,000	$ 1,000	$ 1,000	$ 1,000

2023-24 Est. Actual Detail		Total
	Kiosk rental	1,000
	Total	$ 1,000

2024-25 Budget Detail		Total
	Kiosk rental	1,000
	Total (rounded)	$ 1,000

Account Number	248-000-667.002		Fund	248
Account Name	PROPERTY RENT - BIBCO		Activity	DDA Revenue
Account Description	BIBCo lease rental fees for office space and dock			

2022-23 Actual	2023-24 Budget	2023-24 Year-To-Date	2023-24 Est. Actual	2024-25 Budget
$ 35,175	$ 41,200	$ 27,437	$ 41,156	$ 42,500

2023-24 Est. Actual Detail		Total
	2022 Lease	41,156
	Total	$ 41,156

2024-25 Budget Detail		Total
	2023 Lease	42,471
	Total (rounded)	$ 42,500

Account Number	248-000-667.003		Fund	248
Account Name	PROPERTY RENT - ROUND LAKE GR		Activity	DDA Revenue
Account Description	Tap Room/Brewery lease			

2022-23 Actual	2023-24 Budget	2023-24 Year-To-Date	2023-24 Est. Actual	2024-25 Budget
$ -	$ -	$ -	$ -	$ -

2023-24 Est. Actual Detail		Total
	Total	$ -

2024-25 Budget Detail		Total
0	Total (rounded)	$ -

Account Number	248-000-667.004		Fund	248
Account Name	PROPERTY RENT - LC BREWERS		Activity	DDA Revenue
Account Description	LC Brewers Rent			

2022-23 Actual	2023-24 Budget	2023-24 Year-To-Date	2023-24 Est. Actual	2024-25 Budget
$ -	$ -	$ -	$ -	$ -

2023-24 Est. Actual Detail		Per Month	Months	Total
			Total	$ -

2024-25 Budget Detail		Per Month	Months	Total
			Total (rounded)	$ -

Account Number	248-000-667.005		Fund	248
Account Name	PROPERTY RENT-LONG RD DISTILL		Activity	DDA Revenue
Account Description	LC Brewers Rent			

2022-23 Actual	2023-24 Budget	2023-24 Year-To-Date	2023-24 Est. Actual	2024-25 Budget
$ (2,100)	$ -	$ -	$ -	$ -

2023-24 Est. Actual Detail	Per Month	Months	Total
		Total	$ -

2024-25 Budget Detail	Per Month	Months	Total
		Total (rounded)	$ -

Account Number	248-000-667.006		Fund	248
Account Name	PROPERTY RENT - BRIDGE PARK		Activity	DDA Revenue
Account Description				

2022-23 Actual	2023-24 Budget	2023-24 Year-To-Date	2023-24 Est. Actual	2024-25 Budget
$ 19,248	$ 16,800	$ 10,229	$ 16,800	$ 16,800

2023-24 Est. Actual Detail	Per Month	Months	Total
J Bird Provisions	750	12	9,000
Idea Farm	650	12	7,800
		Total	$ 16,800

2024-25 Budget Detail	Per Month	Months	Total
J Bird Provisions	750	12	9,000
Idea Farm	650	12	7,800
		Total (rounded)	$ 16,800

Account Number	248-000-693.000		Fund	248
Account Name	SALE OF FIXED ASSETS		Activity	DDA Revenue
Account Description	Sales of DDA fixed assets			

2022-23 Actual	2023-24 Budget	2023-24 Year-To-Date	2023-24 Est. Actual	2024-25 Budget
$ -	$ -	$ -	$ -	$ -

2023-24 Est. Actual Detail		Total
	Estimate	-
	Total	$ -

2024-25 Budget Detail		Total
	Estimate	-
	Total (rounded)	$ -

Account Number	248-000-674.001		Fund	248
Account Name	CONTRIBUTIONS - TREE LIGHTS		Activity	DDA Revenue
Account Description	Contributions Tree Lights			

2022-23 Actual	2023-24 Budget	2023-24 Year-To-Date	2023-24 Est. Actual	2024-25 Budget
$ 232	$ -	$ -	$ -	$ -

2023-24		Total

Est. Actual Detail	Estimate	
	Total	**$ -**

2024-25 Budget Detail		**Total**
	Estimate	-
	Total (rounded)	**$ -**

Account Number	**248-000-674.002**	**Fund**	**248**	
Account Name	**CONTRIBUTIONS - CONCERTS**	**Activity**	**DDA Revenue**	
Account Description	Contributions for concerts			

2022-23 Actual	2023-24 Budget	2023-24 Year-To-Date	2023-24 Est. Actual	2024-25 Budget
$ 2,942	**$ 6,000**	**$ 4,632**	**$ 6,000**	**$ 6,000**

2023-24 Est. Actual Detail		**Total**
		6,000
	Total	**$ 6,000**

2024-25 Budget Detail		**Total**
		6,000
	Total (rounded)	**$ 6,000**

Account Number	**248-000-674.003**	**Fund**	**248**	
Account Name	**CONTRIBUTIONS - PRIVATE SOURCE**	**Activity**	**DDA Revenue**	
Account Description	Contributions to the DDA			

2022-23 Actual	2023-24 Budget	2023-24 Year-To-Date	2023-24 Est. Actual	2024-25 Budget
$ 1,980	**$ -**	**$ 1,792**	**$ 1,800**	**$ 1,800**

2023-24 Est. Actual Detail		**Total**
	used Actuals?	1,800
	Total	**$ 1,800**

2024-25 Budget Detail		**Total**
		1,800
	Total (rounded)	**$ 1,800**

Account Number	**248-000-674.004**	**Fund**	**248**	
Account Name	**CONTRIBUTIONS - MAIN STREET**	**Activity**	**DDA Revenue**	
Account Description	Contributions to the DDA from private sources for Main Street Program			

2022-23 Actual	2023-24 Budget	2023-24 Year-To-Date	2023-24 Est. Actual	2024-25 Budget
$ -	**$ -**	**$ 66**	**$ 66**	**$ -**

2023-24 Est. Actual Detail			**Total**
	Listed actuals for Budget	Per Lindsey - Move to Contributions Private Source	
		Actuals??	66

	Total	$ 66

2024-25 Budget Detail	Total
Total (rounded)	$ -

Account Number	248-000-677.000		Fund	248
Account Name	MISCELLANEOUS		Activity	DDA Revenue
Account Description	Miscellaneous DDA revenue			

2022-23 Actual	2023-24 Budget	2023-24 Year-To-Date	2023-24 Est. Actual	2024-25 Budget
$ (800)	$ 14,300	$ -	$ 14,300	$ 14,300

2023-24 Est. Actual Detail		Total
	Ad Campaign	14,300
	Pavillion rentals should go to General Fund 101000646	
	Total	$ 14,300

2024-25 Budget Detail		Total
		-
	Ad Campaign ??	14,300
	Pavillion rentals should go to General Fund 101000646	
	Total (rounded)	$ 14,300

Account Number	248-000-677.001		Fund	248
Account Name	MISCELLANEOUS-THE VAULT		Activity	DDA Revenue
Account Description	The Vault			

2022-23 Actual	2023-24 Budget	2023-24 Year-To-Date	2023-24 Est. Actual	2024-25 Budget
$ -	$ -	$ -	$ -	$ -

2023-24 Est. Actual Detail	Total
Total	$ -

2024-25 Budget Detail	Total
Total (rounded)	$ -

Account Number	248-000-699.000		Fund	248
Account Name	TRANSFER FROM OTHER FUNDS		Activity	DDA Revenue
Account Description	Transfer from other funds to the DDA			

2022-23 Actual	2023-24 Budget	2023-24 Year-To-Date	2023-24 Est. Actual	2024-25 Budget
$ -	$ -	$ -	$ -	$ -

2023-24 Est. Actual Detail	Total
Total	$ -

2024-25 Budget Detail		Total
	Total (rounded)	$ -

DDA

Account #	Account Description	2022-23 Actual 3/31/2023	2023-24 Budget 3/31/2024	2023-24 Year-To-Date 3/31/2024	2023-24 Est. Actual 3/31/2024	2024-25 Budget 3/31/2025
248-728-702.000	SALARIES & WAGES	43,984	51,800	28,630	51,830	53,900
248-728-702.001	WAGES (ICMA)	4,796	5,400	3,088	5,442	5,700
248-728-703.000	SALARIES & WAGES - TEMPORARY	-	-	-	-	-
248-728-719.000	EMPLOYEE FRINGE BENEFITS	34,308	40,400	22,331	40,428	42,000
248-728-740.000	OPERATING SUPPLIES	11,761	9,500	6,068	9,549	9,700
248-728-740.001	OPERATING SUPPLIES-THE VAULT	-	-	-	-	-
248-728-776.000	IWF MAINTENANCE	-	6,000	-	6,000	6,000
248-728-801.000	MARKETING & PROMOTIONAL SVCS	26,994	26,000	14,406	26,000	26,000
248-728-801.003	PROMOTION COMMITTEE EXPENSES	9,700	9,000	11,627	11,690	9,000
248-728-801.004	ORGANIZATION COMMITTEE	-	700	-	700	700
248-728-801.005	BUSINESS RECRUITMENT/RETENTION	25,000	-	-	-	-
248-728-818.000	CONTRACTUAL SERVICES	36,129	36,000	56,771	58,450	36,000
248-728-818.002	DESIGN COMMITTEE	19,694	16,000	16,102	16,105	16,000
248-728-826.000	LEGAL FEES	450	500	1,519	1,520	500
248-728-853.000	TELEPHONE	1,136	2,000	687	2,000	2,100
248-728-860.000	CONFERENCE & TRAVEL	3,864	2,000	2,816	2,900	2,000
248-728-888.000	LIBRARY CONTRIBUTION	30,000	30,000	30,000	30,000	30,000
248-728-900.000	PRINTING & PUBLISHING	-	-	-	-	-
248-728-830.000	INSURANCE & BONDS	2,380	2,500	2,299	2,479	2,500
248-728-933.000	MAINTENANCE - BRIDGE PARK	21,473	30,000	14,586	30,000	30,000
248-728-962.000	MISCELLANEOUS	-	100	559	560	100
248-728-962.002	MISCELLANEOUS - MAIN STREET	209	500	246	500	500
248-728-964.000	REFUNDS & REBATES	4,394	6,000	4,447	6,000	6,000
248-728-995.000	TRANSFER TO OTHER FUNDS	2,338	100,000	100,000	100,000	-
248-728-995.006	TRANSFER TO MARINA FUND-BOND	336,100	335,400	335,400	335,400	339,000
		$ 614,710	**$ 709,800**	**$ 651,583**	**$ 737,553**	**$ 617,700**

Account Number	**248-728-702.000**		**Fund**	**248**	
Account Name	**SALARIES & WAGES**		**Activity**	**DDA**	
Account Description					

2022-23 Actual	2023-24 Budget	2023-24 Year-To-Date	2023-24 Est. Actual	2024-25 Budget
$ 43,984	**$ 51,800**	**$ 28,630**	**$ 51,830**	**$ 53,900**

2023-24 Est. Actual Detail

Position	Wage/Salary	% Allocated / Hours	OT / Other	Total	Less 10% for EFB	Total
MAIN ST EXECUTIVE DIRECTOR	59,139	90%		53,225	(5,322)	47,902
Treasurer	87,287	5%		4,364	(436)	3,928
					Total	**$ 51,830**

2024-25 Budget Detail

Position	Wage/Salary	% Allocated / Hours	OT / Other	Total	Less 10% for EFB	Total
MAIN ST EXECUTIVE DIRECTOR	61,504	90%		55,354	(5,535)	49,818
Treasurer	90,778	5%		4,539	(454)	4,085
					Total (rounded)	**$ 53,900**

Account Number	248-728-702.001		Fund	248
Account Name	WAGES (ICMA)		Activity	DDA
Account Description	Defered Comp 457 plan			

2022-23 Actual	2023-24 Budget	2023-24 Year-To-Date	2023-24 Est. Actual	2024-25 Budget
$ 4,796	$ 5,400	$ 3,088	$ 5,442	$ 5,700

2023-24 Est. Actual Detail	Position	Wage/Salary	% Contributed	Total
	CED / DDA Director	47,902	10.5%	5,030
	Treasurer	3,928	10.5%	412
			Total	$ 5,442

2024-25 Budget Detail	Position	Wage/Salary	% Contributed	Total
	CED / DDA Director	49,818	10.5%	5,231
	Treasurer	4,085	10.5%	429
			Total (rounded)	$ 5,700

Account Number	248-728-703.000		Fund	248
Account Name	SALARIES & WAGES - TEMPORARY		Activity	DDA
Account Description	Seasonal help			

2022-23 Actual	2023-24 Budget	2023-24 Year-To-Date	2023-24 Est. Actual	2024-25 Budget
$ -	$ -	$ -	$ -	$ -

2023-24 Est. Actual Detail	Position	Wage/Hour	Weeks	Hours/Week	Total
				Total	$ -

2024-25 Budget Detail	Position	Wage/Hour	Weeks	Hours/Week	Total
				Total (rounded)	$ -

Account Number	248-728-719.000		Fund	248
Account Name	EMPLOYEE FRINGE BENEFITS		Activity	DDA
Account Description	Employee Fringe Benefits @ 15% for part time, 77% for full time employees			

2022-23 Actual	2023-24 Budget	2023-24 Year-To-Date	2023-24 Est. Actual	2024-25 Budget
$ 34,308	$ 40,400	$ 22,331	$ 40,428	$ 42,000

2023-24 Est. Actual Detail		Total	%	Total
	Full-Time	51,830	78%	40,428
	Part-Time	-	15%	-
			Total	$ 40,428

2024-25 Budget Detail		Total	%	Total
	Full-Time	53,900	78%	42,042
	Part-Time	-	15%	-
			Total (rounded)	$ 42,000

Account Number	248-728-740.000		Fund	248	
Account Name	OPERATING SUPPLIES		Activity	DDA	
Account Description	Supplies for DDA				

2022-23 Actual	2023-24 Budget	2023-24 Year-To-Date	2023-24 Est. Actual	2024-25 Budget
$ 11,761	$ 9,500	$ 6,068	$ 9,549	$ 9,700

2023-24 Est. Actual Detail		Increase	Total
	DTE and City Utilities	3.00%	4,847
	Office supplies/computer/internet/postage/Misc Hdwr/misc	1.00%	1,452
	Professional Memberships		850
	Charlevoix Dist Library	0.00%	
	Misc		1,800
	Maestro - Move to Operations		600
		Total	$ 9,549

2024-25 Budget Detail			Total
	DTE and City Utilities	3.00%	4,992
	Office supplies/computer/internet/postage/Misc Hdwr	1.00%	1,467
	Professional Memberships		850
	Charlevoix Dist Library	0.00%	
	Misc		1,800
	Maestro		600
		Total (rounded)	$ 9,700

Account Number	248-728-740.001		Fund	248	
Account Name	OPERATING SUPPLIES-THE VAULT		Activity	DDA	
Account Description	Vault Expenses				

2022-23 Actual	2023-24 Budget	2023-24 Year-To-Date	2023-24 Est. Actual	2024-25 Budget
$ -	$ -	$ -	$ -	$ -

2023-24 Est. Actual Detail		Total
	Total	$ -

2024-25 Budget Detail		Total
	Total (rounded)	$ -

Account Number	248-728-776.000		Fund	248	
Account Name	IWF MAINTENANCE		Activity	DDA	
Account Description	IWF costs - Fountain				

2022-23 Actual	2023-24 Budget	2023-24 Year-To-Date	2023-24 Est. Actual	2024-25 Budget
$ -	$ 6,000	$ -	$ 6,000	$ 6,000

2023-24 Est. Actual Detail		Total
	IWF start-up and winterization	5,500
	IWF inspection	200
	IWF license	300
		-
	Total	$ 6,000

2024-25 Budget Detail		Total
	IWF start-up and winterization	5,500
	IWF inspection	200
	IWF license	300

		-
	Total (rounded)	**$ 6,000**

Account Number	248-728-801.000		Fund	248
Account Name	MARKETING & PROMOTIONAL SVCS		Activity	DDA
Account Description	Concerts, movies, kiosk updates, Pure Michigan			

2022-23 Actual	2023-24 Budget	2023-24 Year-To-Date	2023-24 Est. Actual	2024-25 Budget
$ 26,994	$ 26,000	$ 14,406	$ 26,000	$ 26,000

2023-24 Est. Actual Detail		Total
	Venetian	2,500
	Workshops	500
	Ads	16,000
	Meta?	1,000
	Concert	3,000
	Media Creation Systems	3,000
	Total	**$ 26,000**

2024-25 Budget Detail		Total
	Venetian	2,500
	Workshops	500
	Ads	16,000
	Meta?	1,000
	Concert	3,000
	Media Creation Systems	3,000
	Total (rounded)	**$ 26,000**

Account Number	248-728-801.003		Fund	248
Account Name	PROMOTION COMMITTEE EXPENSES		Activity	DDA
Account Description	New Account - Per Annie 2016-17			

2022-23 Actual	2023-24 Budget	2023-24 Year-To-Date	2023-24 Est. Actual	2024-25 Budget
$ 9,700	$ 9,000	$ 11,627	$ 11,690	$ 9,000

2023-24 Est. Actual Detail				Total
	Gift Local Campaign			1,230
	First Fridays/Cocktail Trail	Note: Overall Actuals are higher than budget	added up to actuals	2,700
	Shop Directory and Kiosk			850
	Concert Series Music and Movies	Move from 255-255-801.000		5,700
	Sidewalk sales			550
	Raffle - Misc			660
			Total	**$ 11,690**

2024-25 Budget Detail			Total
	Gift Local Campaign		1,230
	First Fridays/Cocktail Trail		-
	Shop Directory and Kiosk		850
	Concert Series Music and Movies	Move from 255-255-801.000	5,700
	Sidewalk sales		550
	Raffle - Misc		660
		Total (rounded)	**$ 9,000**

Account Number	248-728-801.004		Fund	248
Account Name	ORGANIZATION COMMITTEE		Activity	DDA
Account Description	New Account - Per Annie 2016-17			

2022-23 Actual	2023-24 Budget	2023-24 Year-To-Date	2023-24 Est. Actual	2024-25 Budget
$ -	$ 700	$ -	$ 700	$ 700

2023-24 Est. Actual Detail		Total
	Web Site/constant contact	700
	Total	$ 700

2024-25 Budget Detail		Total
	Web Site/constant contact	700
	Total (rounded)	$ 700

Account Number	248-728-801.005		Fund	248
Account Name	BUSINESS RECRUITMENT/RETENTION		Activity	DDA
Account Description	New Account - Per Annie 2016-17			

2022-23 Actual	2023-24 Budget	2023-24 Year-To-Date	2023-24 Est. Actual	2024-25 Budget
$ 25,000	$ -	$ -	$ -	$ -

2023-24 Est. Actual Detail		Total
	Total	$ -

2024-25 Budget Detail		Total
	Total (rounded)	$ -

Account Number	248-728-818.000		Fund	248	
Account Name	CONTRACTUAL SERVICES		Activity	DDA	
Account Description	Xmas lights, bandshell lighting up and down, window washing & BATHROOM CLEANING				

2022-23 Actual	2023-24 Budget	2023-24 Year-To-Date	2023-24 Est. Actual	2024-25 Budget
$ 36,129	$ 36,000	$ 56,771	$ 58,450	$ 36,000

2023-24 Est. Actual Detail		Total
	Bandshell light installation and removal	1,400
	Inspections: Boiler, Alarm	1,300
	Tech Support	750
	Conway System Specialists - Rest Room Cleaning	24,000
	Refinish Floors in PP Public Restrooms/HMB Public Rest Rooms - Share with Parks Department (General Fund) 15,100	
	Chamber of commerce	7,500
	Misc: Email/Lcensing/Management/Annual Reporting/Consult/Phone	1,000
	Van Pelt Alley Reconstruction	22,500
	Total	**$ 58,450**

2024-25 Budget Detail		Total
	Bandshell light installation and removal	1,400
	Inspections: Boiler, Alarm	1,300
	Tech Support	750
	Conway System Specialists - Rest Room Cleaning	24,000
	Refinish Floors in PP Public Restrooms/HMB Public Rest Rooms - Share with Parks Department (General Fund) 15,100	
	Chamber of commerce	7,500
	Misc: Email/Lcensing/Management/Annual Reporting/Consult/Phone	1,000
	Total (rounded)	**$ 36,000**

Account Number	248-728-818.002		Fund	248	
Account Name	DESIGN COMMITTEE		Activity	DDA	
Account Description	New Account - Annie 2016-17				

2022-23 Actual	2023-24 Budget	2023-24 Year-To-Date	2023-24 Est. Actual	2024-25 Budget
$ 19,694	$ 16,000	$ 16,102	$ 16,105	$ 16,000

2023-24 Est. Actual Detail		Total
	Holiday Lighting	
	Holiday Decorations	
	Tree Lighting Repairs	16,105
	Total	**$ 16,105**

2024-25 Budget Detail		Total
	Holiday Lighting	
	Holiday Decorations	
	Tree Lighting Repairs	16,000
	Total (rounded)	**$ 16,000**

Account Number	248-728-826.000		Fund	248	
Account Name	LEGAL FEES		Activity	DDA	
Account Description					

2022-23 Actual	2023-24 Budget	2023-24 Year-To-Date	2023-24 Est. Actual	2024-25 Budget
$ 450	$ 500	$ 1,519	$ 1,520	$ 500

2023-24		Total

Est. Actual Detail	estimate	Actuals higher than budget		1,520
			Total	**$ 1,520**

2024-25 Budget Detail		**Total**
	estimate	500
	Total (rounded)	**$ 500**

Account Number	248-728-853.000		Fund	248
Account Name	TELEPHONE		Activity	DDA
Account Description	Telephone expenses			

2022-23 Actual	2023-24 Budget	2023-24 Year-To-Date	2023-24 Est. Actual	2024-25 Budget
$ 1,136	$ 2,000	$ 687	$ 2,000	$ 2,100

2023-24 Est. Actual Detail		thru 12/21	avg per mo.	avg per year	Total
	Phones Current costs thru 12/21	837.93	93.10333333	1117.24	1,400
	Cell phone stipend				600
				Total	$ 2,000

2024-25 Budget Detail			Total
	Phones	5% increase	1,470
	Cell phone stipend		600
		Total (rounded)	$ 2,100

Account Number	248-728-860.000		Fund	248
Account Name	CONFERENCE & TRAVEL		Activity	DDA
Account Description	DDA Conference & travel			

2022-23 Actual	2023-24 Budget	2023-24 Year-To-Date	2023-24 Est. Actual	2024-25 Budget
$ 3,864	$ 2,000	$ 2,816	$ 2,900	$ 2,000

2023-24 Est. Actual Detail		Total
	Misc Conference	2,900
	Total	$ 2,900

2024-25 Budget Detail		Total
	Misc Conference	2,000
	Total (rounded)	$ 2,000

Account Number	248-728-888.000		Fund	248
Account Name	LIBRARY CONTRIBUTION		Activity	DDA
Account Description	Pledged contribution			

2022-23 Actual	2023-24 Budget	2023-24 Year-To-Date	2023-24 Est. Actual	2024-25 Budget
$ 30,000	$ 30,000	$ 30,000	$ 30,000	$ 30,000

2023-24 Est. Actual Detail			Total
	Library Contribution - Agreement $30,000 for 20 years =	$600,000.00	30,000
	As of 2023-24 - DDA has Contributed	$421,500	
	Amount owed	$178,500	
		Total	$ 30,000

2024-25 Budget Detail			Total
	Library Contribution - Agreement $30,000 for 20 years =	$600,000.00	30,000
	As of 2024-25 - DDA has Contributed	$451,500	
	Amount owed	$148,500	
		Total (rounded)	$ 30,000

Account Number	248-728-900.000		Fund	248
Account Name	PRINTING & PUBLISHING		Activity	DDA
Account Description	Printing & publishing			

2022-23 Actual	2023-24 Budget	2023-24 Year-To-Date	2023-24 Est. Actual	2024-25 Budget
$ -	$ -	$ -	$ -	$ -

2023-24 Est. Actual Detail		Total
	Estimate	
	Total	$ -

2024-25 Budget Detail		Total
	Estimate	-
	Total (rounded)	$ -

Account Number	248-728-830.000		Fund	248
Account Name	INSURANCE & BONDS		Activity	DDA
Account Description	DDA property insurance			

2022-23 Actual	2023-24 Budget	2023-24 Year-To-Date	2023-24 Est. Actual	2024-25 Budget
$ 2,380	$ 2,500	$ 2,299	$ 2,479	$ 2,500

2023-24 Est. Actual Detail		Total
	General property & liability policy	2,479
	Total	$ 2,479

2024-25 Budget Detail		Total
	General property & liability policy	2,529
	Total (rounded)	$ 2,500

Account Number	248-728-933.000		Fund	248
Account Name	MAINTENANCE - BRIDGE PARK		Activity	DDA
Account Description	Building maintenance Bridge Park Building			

2022-23 Actual	2023-24 Budget	2023-24 Year-To-Date	2023-24 Est. Actual	2024-25 Budget
$ 21,473	$ 30,000	$ 14,586	$ 30,000	$ 30,000

2023-24 Est. Actual Detail		Total
	Maintenance	5,000
	Utility Costs	3,500
	Special/additional Charges	20,400
	Management Services	1,100
	Total	**$ 30,000**

2024-25 Budget Detail		Total
	Maintenance	5,000
	Utility Costs	3,500
	Special/additional Charges	20,400
	Management Services	1,100
	Total (rounded)	**$ 30,000**

Account Number	248-728-962.000		Fund	248
Account Name	MISCELLANEOUS		Activity	DDA
Account Description	Miscellaneous			

2022-23 Actual	2023-24 Budget	2023-24 Year-To-Date	2023-24 Est. Actual	2024-25 Budget
$ -	$ 100	$ 559	$ 560	$ 100

2023-24 Est. Actual Detail		Total
		100
	Actuals higher than budget	460
	Total	**$ 560**

2024-25 Budget Detail		Total
		100
	Total (rounded)	**$ 100**

Account Number	248-728-962.002		Fund	248	
Account Name	MISCELLANEOUS - MAIN STREET		Activity	DDA	
Account Description	Main Street Program Expenses				

2022-23 Actual	2023-24 Budget	2023-24 Year-To-Date	2023-24 Est. Actual	2024-25 Budget
$ 209	$ 500	$ 246	$ 500	$ 500

2023-24 Est. Actual Detail		Total
	Must be approved by Lindsey	500
	Total	$ 500

2024-25 Budget Detail		Total
	Must be approved by Lindsey	500
	Total (rounded)	$ 500

Account Number	248-728-964.000		Fund	248	
Account Name	REFUNDS & REBATES		Activity	DDA	
Account Description	BIBCO - Storage building built by BIBCo				

2022-23 Actual	2023-24 Budget	2023-24 Year-To-Date	2023-24 Est. Actual	2024-25 Budget
$ 4,394	$ 6,000	$ 4,447	$ 6,000	$ 6,000

2023-24 Est. Actual Detail		Total
	BIBCo DDA Tax Capture Refund	6,000
	Total	$ 6,000

2024-25 Budget Detail		Total
	BIBCo DDA Tax Capture Refund	6,000
	Total (rounded)	$ 6,000

Account Number	248-728-995.000		Fund	248	
Account Name	TRANSFER TO OTHER FUNDS		Activity	DDA	
Account Description					

2022-23 Actual	2023-24 Budget	2023-24 Year-To-Date	2023-24 Est. Actual	2024-25 Budget
$ 2,338	$ 100,000	$ 100,000	$ 100,000	$ -

2023-24 Est. Actual Detail			Total
	Fringe Shortage	Not sure if needed this year	-
	Mason Street Parking Construction Contribution to PI6		100,000
		Total	$ 100,000

2024-25 Budget Detail			Total
	Fringe Shortage	Not sure if needed this year	-

				Total (rounded)	$ -

Account Number	248-728-995.006	Fund	248	
Account Name	TRANSFER TO MARINA FUND-BOND	Activity	DDA	
Account Description	Transfer to Marina for debt service			

2022-23 Actual	2023-24 Budget	2023-24 Year-To-Date	2023-24 Est. Actual	2024-25 Budget
$ 336,100	$ 335,400	$ 335,400	$ 335,400	$ 339,000

2023-24 Est. Actual Detail			Total
	Marina / East Park Debt Service	Debt less 125,000	335,400
	Per Mark - Marina to pay $125,000		
		Total	$ 335,400

2024-25 Budget Detail			Total
	Marina / East Park Debt Service	Debt less 125,000	339,000
	Per Mark - Marina to pay $125,000		
		Total (rounded)	$ 339,000

Charlevoix Downtown Development Authority

Reports

Title: Director's Report
Date: November 27, 2023

Presented By: Lindsey Dotson, DDA Director

Background:

Director Out of Office
I have no planned time out of the office in the upcoming months outside paid holidays.

RRC Updates:

- **Antrim Street project:** The timeline of this project will depend on another project the owner is involved in - state funding has been secured for the other project!
- **Hurlbut project**: The hotel project with Socks Construction fell through this past summer and Kusina's put the property up for sale again. There has been an offer made on the property by an experienced developer.
- **Chamber of Commerce Building:** The vendor for the service has been solidified (Smith Group) and we have a virtual kick-off meeting with them on November 30th to get the ball rolling on this project.
- **Former Methodist Church/104 State Street:** MEDC is offering assistance with conducting a feasibility study for this space to be converted into a mixed-use facility that would encompass some housing, office space, and an event venue complete with a commercial kitchen for weddings, meetings, community gatherings, etc. to ensure the proposed use will cashflow for the development team.

Waste Removal Survey
This is still a work in progress - we lost steam after the initial push and now that many of the businesses are closed again we might be in a holding pattern. I just need to find the time to figure out what info we are missing to see what gaps need to be filled.

Housing Assistance Council National Rural Housing Conference
In October, City Manager Mark Heydlauff and I traveled to Washington DC to speak at the National Rural Housing Conference - our session was titled "How Deed Restrictions Can Positively Impact the Seasonality of Tourist Destinations" Our session was well attended, and had plenty of engagement, and even feedback afterward. I've attached a PDF of the presentation so that you can get an idea of what was discussed. Please let me know if you have any questions.

Downtown Maps Update
This past year new Downtown Maps weren't printed for two reasons: 1) we had enough to last us through this year from the previous order and 2) Visit Charlevoix had offered to take over the project and work with another vendor to have more control over content changes and to potentially cut costs. That plan never came to fruition and when discussions started up about needing to prepare for a

reprint this year, the vision for the map changed drastically from what had been discussed and decided when a subcommittee of the DDA Board was formed to discuss this very topic two years ago. Therefore, to keep the map in its current, yet updated and refreshed form, the DDA will continue to print the map, and will explore sponsorship spots to help offset some of the expense of printing costs. The large kiosks also need to be replaced, and this work has always coincided with the reprint of the maps. I will be meeting with Harbor House Publishers on November 26th to pick up where we left off for another iteration of this beloved guide to downtown.

Match on Main Grant Applications

The MEDC will open up another round of funding for the Match on Main grant program in early 2024. I have started to get the word out to businesses and have meetings set up with some who are interested in applying so that we can determine the best course of action for them. The application deadline will be in February, so if we have more than two businesses who wish to move forward, we will call on our Economic Vitality committee members to assist with rating the Interest Form Applications as we have in the past to determine which two applications we will send off to the state. All of this information will come to the Board before being finalized.

Ladies Night

On Saturday, December 9th, from 5 to 8 pm, the merchants will host Ladies Night. We are helping to promote the initiative and the information can be found on our website here: https://www.downtowncharlevoix.com/ladiesnight

First Fridays

First Fridays will kick off again in January. The dates this year will be:
January 5th
February 2nd
March 1st - special guest - Charlevoix Public Library with the Book Peddler for National Reading Month
April 5th
May 3??
The "prize station" location for First Fridays will be at The Cantina every month to try something different this year and reduce confusion about where the prize station is located.

Recommendation:

No action is needed.

Attachments:

1. Housing Presentation

How Deed Restrictions Can Positively Impact the Seasonality of Tourist Destinations

CHARLEVOIX

CITY OF CHARLEVOIX

LINDSEY J. DOTSON, MSARP
DOWNTOWN DEVELOPMENT AUTHORITY DIRECTOR

MARK HEYDLAUFF
CITY MANAGER

1

Charlevoix is Pure Michigan.

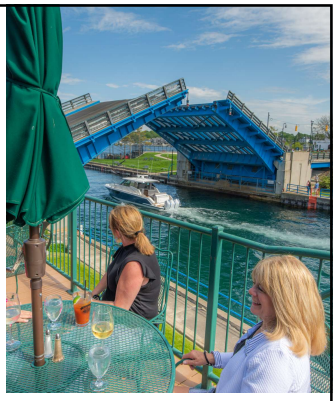
A small town in northern Michigan situated between Traverse City and Petoskey, Charlevoix is more than beautiful. It offers opportunities for seasonal and year-round residents who are attracted to Charlevoix because it offers:

Its unique location among three lakes—Lake Michigan, Lake Charlevoix, and Round Lake—offers unparalleled beauty.

A recreation destination, Charlevoix offers four-season adventure.

A fiercely local, close-knit community with everything nearby.

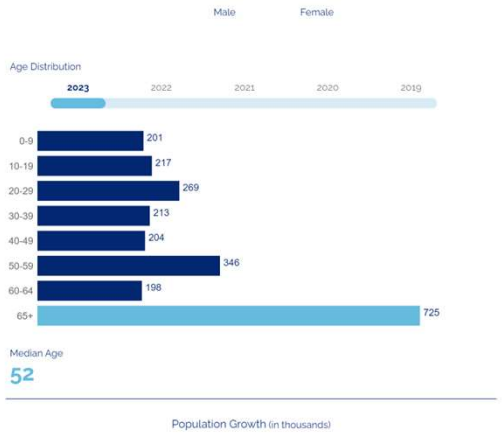
Historic and charming, Charlevoix's beauty extends beyond the natural aesthetic.

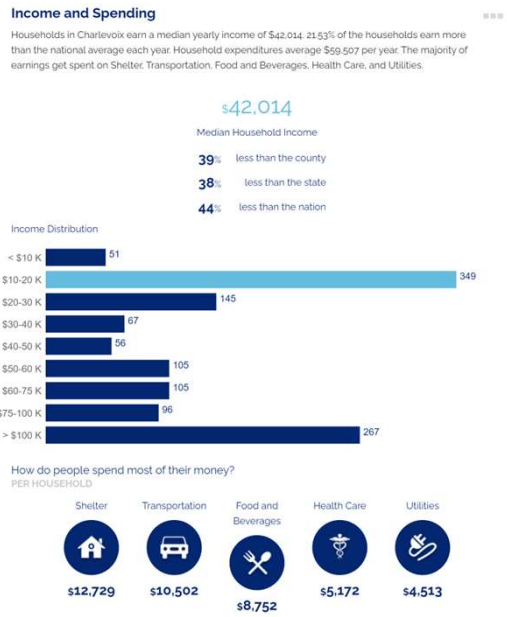


CLASSIC BEAUTY CHARLEVOIX

2

Stats:





3

More stats:

Labor Force Status

2023 2028 | Default | TOTAL | % | Map

	TOTAL	%
Labor Force	1,243	n/a
Employed	1,138	91.55
Unemployed	92	7.4
In Armed Forces	13	n/a
Not In Labor Force	807	n/a

24% of population is no longer in the labor force

Total Number of Housing

2023 2028 | Default | TOTAL | % | Map

	TOTAL	%
Total Dwellings	1,913	n/a
Owner-Occupied Dwellings	695	56.05
Renter-Occupied Dwellings	545	43.95
Housing Units Occupied	1,240	n/a

64% of housing units occupied

36% of our housing inventory is either a seasonal dwelling or a vacation rental

4

HOUSING NORTH

Creating pathways and partnerships for housing in Northwest Michigan.

Primary Residence Deed Restriction Program in the City of Charlevoix

5

Deed Restriction

CITY OF CHARLEVOIX YEAR-ROUND HOUSING DEED RESTRICTION PROGRAM

created in 2020

- City of Charlevoix + Housing North + Charlevoix County Community Foundation partnership
- Primary Goal: create more housing that will always be a primary residence so that more housing is available for workforce.
- In response to the challenge: a growing % of summer homes and vacation rentals.

6

Modeled after VAIL InDEED – Vail, CO

Town of Vail uses revenue from sales/real estate taxes to purchase deed restrictions	Property must be occupied as a primary residence by a person who works at least 30 hours per week in Eagle County	There is no price appreciation cap	Each restriction is negotiated, beginning with an appraisal of the property
Typically, about 15% of the home's value (~$50,000)	Must meet Town priorities/alignment with adopted housing strategy	Stays with the title and survives ownership	Can utilize existing homes and land
Can be implemented at purchase to close funding gap	OR payments to existing residents, enabling home improvements	Annual review conducted by Housing Department to require proof of occupancy	Noncompliance can result in forfeiture of property

7

Charlevoix's Deed Restriction

First Project

- April 2020
- Formerly a church, to become 3-unit apartment building
- Rental units must be primary residences for lessees
- Payment to owner = 15% of purchase price
- Project to started spring of 2021

Funding

- Private donations to Housing North via Charlevoix County Community Foundation

Stewardship

- Deed Holder and Stewardship by Housing North Staff
- Annual compliance monitoring
- Enforcement, could include efforts by City as third-party beneficiary

8

Housing Demand – Rental Units:

HOW MANY MORE RENTAL UNITS DO WE NEED IN CHARLEVOIX COUNTY?

512 RENTALS NEEDED

Household Incomes	Affordable Rents	# Units			
		Boyne City	Charlevoix	East Jordan	Bay Shore
Up to $26,000	$650 and less	50	185	34	10
$28,000 - $40,000	$700 - $1000	104	18	72	2
$42,000 - $60,000	$1050 - $1500	14	9	3	5
$64,000+	$1600 +	2	3	0	0
TOTAL RENTAL UNITS NEEDED		**171**	**215**	**109**	**17**

The county has an overall housing gap of 2,358 units, with a gap of 730 rental units and a gap of 1,628 for-sale units. The following tables summarize the rental and for-sale housing gaps by income and affordability levels for Charlevoix County. Details of the methodology used in this analysis are provided in Section VII of this report.

	Charlevoix County, Michigan Rental Housing Gap Estimates (2022-2027)			
Percent of Median Income	**≤ 50%**	**51%-80%**	**81%-120%**	**121%+**
Household Income Range	**≤$41,700**	**$41,701-$66,720**	**$66,721-$100,080**	**$100,081+**
Monthly Rent Range	**≤$1,042**	**$1,043-$1,668**	**$1,669-$2,502**	**$2,503+**
Household Growth	-194	38	32	77
Balanced Market*	58	22	15	9
Replacement Housing**	118	23	7	1
External Market Support^	92	35	23	15
Severe Cost Burdened^^	215	108	36	0
Step-Down Support	45	-11	7	-41
Less Pipeline Units	0	0	0	0
Overall Units Needed	**334**	**215**	**120**	**61**

*Based on Bowen National Research's survey of area rentals
**Based on ESRI/ACS estimates of units lacking complete indoor plumbing or are overcrowded
^Based on Bowen National Research proprietary research and ACS migration patterns for the county
^^Based on ACS estimates of households paying in excess of 50% of income toward housing costs

9

What can the downtown do about housing?

Impacts of Downtown Housing

DOWNTOWN HOUSING HAS IMPACTS BEYOND JUST RENT CHECKS.

Many North Carolina Main Street communities made it a priority to create downtown housing. This has proven to be an effort worth doing. While there is a wide range of monthly rents for a downtown apartment, the average is around $950 per month. This allows property owners to receive revenue from space that may well have sat vacant for years. But the landlord isn't the only one who benefits.

How much buying power does a resident in a downtown apartment unit bring? If that unit is occupied by a couple paying rent of $950 per month, here is what they spend over the course of a year.

Of course, not every dollar that they spend will be spent downtown. Some will be spent on vacation, on the trip to the regional mall, and through online purchases. But downtowns have an opportunity to meet many of the goods and services needs of that couple. So when they lease a downtown apartment, they are not just bringing their rent check; they are bringing considerable purchasing power that has the potential to benefit a wide array of businesses.

Average Annual Expenditures

Rent	$11,400
Food at Home	$3,008
Food away from Home	$2,392
Alcoholic Beverages	$398
Utilities & Public Services except phone	$1,777
Telephone	$991
Personal Services	$263
Housekeeping Supplies	$500
Household Furnishings and Equipment	$1,303
Men's Apparel	$295
Women's Apparel	$514
Footwear	$261
Vehicle related Expenses	$2,181
Health Insurance	$2,213
Medical Services	$671
Drugs	$327
Fees and Admissions	$426
Audio and visual equipment and services	$696
Pets	$447
Personal care products and services	$522
Reading	$63
Education	$809
Tobacco/Smoking Products	$279
Cash Contributions	$1,100
Personal Insurance and Pensions	$4,325
Everything Else	$3,649
Total	**$40,710**

Overarching goal to be economically viable year-round.

52%
Of those surveyed would or might consider living in Downtown Charlevoix.

Q: What style of housing in Downtown Charlevoix would you look for or consider?

Preferred housing styles:	
2 BR Condo	55%
2 BR Townhome	54%
2 BR Apartment	28%
Loft	21%
Senior Housing	10%

Q: What is the monthly rent or mortgage amount you would be willing and able to pay?

Mortgage or rent payment:	
Less than $1,000	23%
$1,000 to $1,199	22%
$1,200 to $1,399	20%
$1,400 to $1,999	26%
$2,400 or more	10%

DOWNTOWN CHARLEVOIX | CHARLEVOIX, MICHIGAN

At a Glance

2021 DOWNTOWN FUTURES SURVEY RESULTS

Visual Preferences

Downtown Housing
The look and feel would be right for Downtown Charlevoix in terms of style, size and scale.

1.74 Average Score

-0.83 Average Score

-0.96

Infill and Mixed-use
The look and feel would be right for Downtown Charlevoix in terms of style, size and scale.

1.95 Average Score

0.92 Average Score

0.89 Average Score

-0.42 Average Score

-0.70 Average Score

currently slated for Downtown Charlevoix. The survey visible projects and enhancements in the future.

http://charlevoixmi.gov/312/Main-Street

CHARLEVOIX MAIN STREET DDA

210 State Street | Charlevoix, MI 49720
(231) 547-3257 | charlevoixmi.gov/312/Main-Street

Charlevoix is a Michigan Main Street Community
MICHIGAN MAIN STREET | DOWNTOWN PROFESSIONALS NETWORK

10

State of DOWNTOWN

- 6 Blocks
- 709 Public Parking spaces
- 40 Housing Units
- 99 First-floor storefronts
- 25 Restaurants
- 44 Retail Stores
- 0% Storefront vacancy rate
- 12% Increase in property values (increase from 2021-2022)
- 5 Parks

Had to start getting creative with identifying opportunities…

Masonic Hall on 2nd Floor used one night a week

Entire upper floor contains one office and a condo. The rest is "storage."

Our one TRULY vacant upper floor.

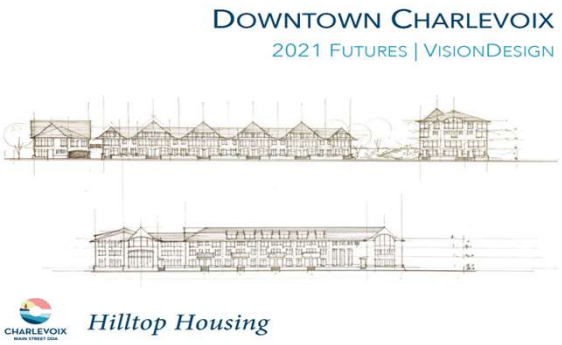
Wanted to create an incentive program but the good ole R&D – rip off and duplicate… wasn't going to work!

11

Reimagine properties with odd layouts and consider how to add more density:

12

Consider redeveloping properties that have lots of surface level parking and consider zero lot line and the addition of height where possible.



13

Downtown Housing Incentive Program

CHARLEVOIX
DOWNTOWN DEVELOPMENT AUTHORITY

Team

- DDA
- City Attorney
- Housing North
- Michigan Economic Development Corporation
- City Manager + volunteers on Economic Vitality Committee

Purpose

Incentivize the expansion of housing options – specifically apartment units, condos, or loft style apartments – in the DDA district.

Eligibility

- 50% private match of total interior rehabilitation costs
- Funds : Up to $15/square foot ($25,000 maximum)

Objectives

- To encourage the full utilization of downtown buildings.
- To reduce the rate of underutilized square footage in the downtown, with a strong focus on housing.
- To increase year-round economic activity with more year-round residents living in our walkable downtown.

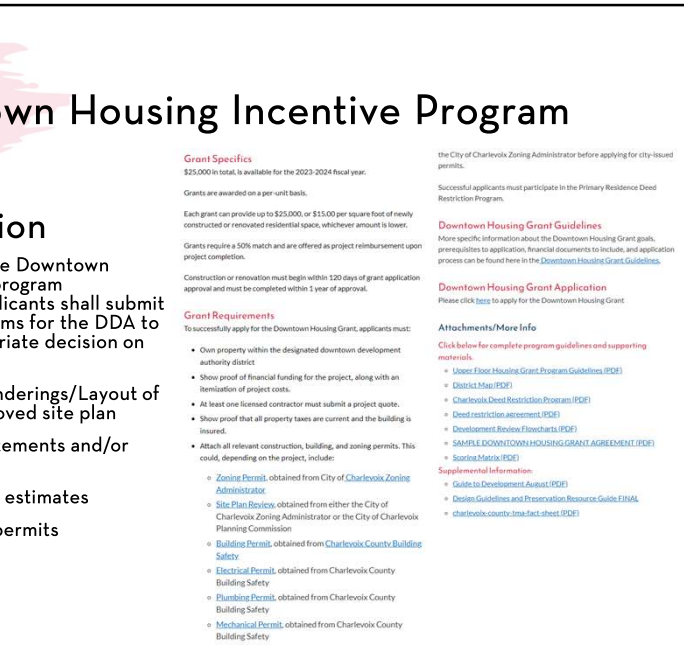
14

Downtown Housing Incentive Program

Application

In addition to the Downtown Housing Grant program application, applicants shall submit the following items for the DDA to make an appropriate decision on an application:

- Sketches/Renderings/Layout of interior/approved site plan
- Financial Statements and/or pro-forma
- Itemized cost estimates
- All required permits



Grant Specifics

$25,000 in total, is available for the 2023-2024 fiscal year.

Grants are awarded on a per-unit basis.

Each grant can provide up to $25,000, or $15.00 per square foot of newly constructed or renovated residential space, whichever amount is lower.

Grants require a 50% match and are offered as project reimbursement upon project completion.

Construction or renovation must begin within 120 days of grant application approval and must be completed within 1 year of approval.

Grant Requirements

To successfully apply for the Downtown Housing Grant, applicants must:

- Own property within the designated downtown development authority district
- Show proof of financial funding for the project, along with an itemization of project costs.
- At least one licensed contractor must submit a project quote.
- Show proof that all property taxes are current and the building is insured.
- Attach all relevant construction, building, and zoning permits. This could, depending on the project, include:
  - Zoning Permit, obtained from City of Charlevoix Zoning Administrator
  - Site Plan Review, obtained from either the City of Charlevoix Zoning Administrator or the City of Charlevoix Planning Commission
  - Building Permit, obtained from Charlevoix County Building Safety
  - Electrical Permit, obtained from Charlevoix County Building Safety
  - Plumbing Permit, obtained from Charlevoix County Building Safety
  - Mechanical Permit, obtained from Charlevoix County Building Safety

the City of Charlevoix Zoning Administrator before applying for city-issued permits.

Successful applicants must participate in the Primary Residence Deed Restriction Program.

Downtown Housing Grant Guidelines

More specific information about the Downtown Housing Grant goals, prerequisites to application, financial documents to include, and application process can be found here in the Downtown Housing Grant Guidelines.

Downtown Housing Grant Application

Please click here to apply for the Downtown Housing Grant

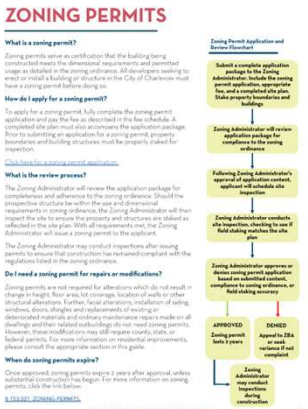
Attachments/More Info

Click below for complete program guidelines and supporting materials.

- Upper Floor Housing Grant Program Guidelines (PDF)
- District Map (PDF)
- Charlevoix Deed Restriction Program (PDF)
- Deed restriction agreement (PDF)
- Development Review Flowcharts (PDF)
- SAMPLE DOWNTOWN HOUSING GRANT AGREEMENT (PDF)
- Scoring Matrix (PDF)

Supplemental Information:

- Guide to Development August (PDF)
- Design Guidelines and Preservation Resource Guide FINAL
- charlevoix-county-tma-fact-sheet (PDF)



ZONING PERMITS

What is a zoning permit?

Zoning permits serve as certification that the building being constructed meets the dimensional requirements and permitted usage as detailed in the zoning ordinance. All developers seeking to erect or install a building or structure in the City of Charlevoix must have a zoning permit before doing so.

How do I apply for a zoning permit?

To apply for a zoning permit, fully complete the zoning permit application and pay the fee as described in the fee schedule. A completed site plan must also accompany the application package. Prior to submitting an application for a zoning permit, property boundaries and building structures must be properly staked for inspection.

Click here for a zoning permit application.

What is the review process?

The Zoning Administrator will review the application package for completeness and adherence to the zoning ordinance. Should the prospective structure be within the use and dimensional requirements in zoning ordinance, the Zoning Administrator will then inspect the site to ensure the property and structures are staked as reflected in the site plan. With all requirements met, the Zoning Administrator will issue a zoning permit to the applicant.

The Zoning Administrator may conduct inspections after issuing permits to ensure that construction has remained compliant with the regulations listed in the zoning ordinance.

Do I need a zoning permit for repairs or modifications?

Zoning permits are not required for alterations which do not result in change in height, floor area, lot coverage, location of walls or other structural alterations. Further, facial alterations, installation of siding, windows, doors, shingles and replacements of existing or deteriorated materials and ordinary maintenance repairs made on all dwellings and their related outbuildings do not need zoning permits. However, these modifications may still require county, state, or federal permits. For more information on residential improvements, please consult the appropriate section in this guide.

When do zoning permits expire?

Once approved, zoning permits expire 2 years after approval, unless substantial construction has begun. For more information on zoning permits, click the link below.

§ 153.027 ZONING PERMITS.

Zoning Permit Application and Review Flowchart

Submit a complete application package to the Zoning Administrator. Include the zoning permit application, applicable fee, and a completed site plan. Stake property boundaries and buildings

Zoning Administrator will review application package for compliance to the zoning ordinance

Following Zoning Administrator's approval of application content, applicant will schedule site inspection

Zoning Administrator conducts site inspection, checking to see if field staking matches the site plan

Zoning Administrator approves or denies zoning permit application based on submitted content, compliance to zoning ordinance, or field staking accuracy

APPROVED

Zoning permit lasts 2 years

DENIED

Appeal to ZBA or seek variance if not compliant

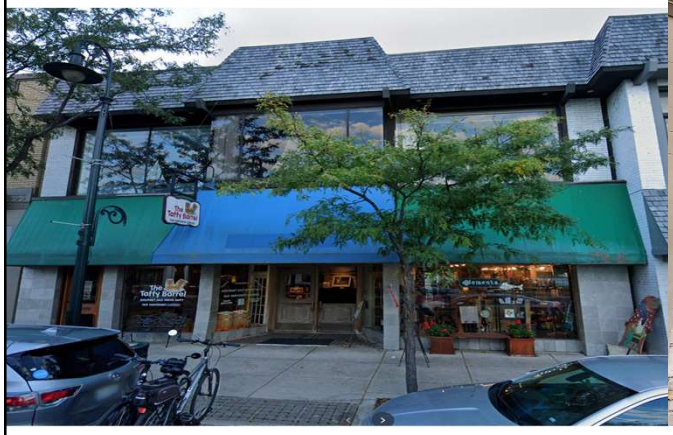
Zoning Administrator may conduct inspections during construction

City of Charlevoix | Guide to Development 9

CHARLEVOIX
DOWNTOWN DEVELOPMENT AUTHORITY

15

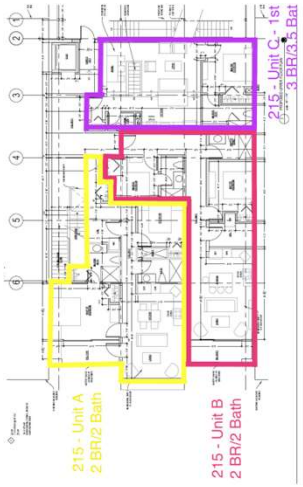
211/215 Bridge Street Project

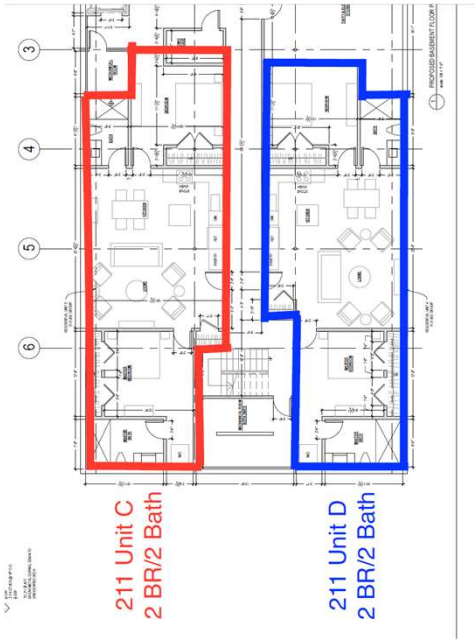


16

211/215 Bridge Street

Started out with plans to add three housing units to the 2nd floor where a giant office/studio used to be. Then added two additional apartments in the basement that will be deed restricted thanks to the downtown housing incentive program.





17

Summary

Since 2020 seven deed restrictions have been filed within the City of Charlevoix.

DDA still has funding for another downtown housing incentive tied to deed restricting more units in the central business district.

Looking ahead: the ball has started rolling on 3 more redevelopment projects that will add apartment units to the market in the coming years.

18

Do you have a housing goal in your community that might benefit from deed restriction protections?

If so, what is it? (affordability, workforce, year-round residency, other)

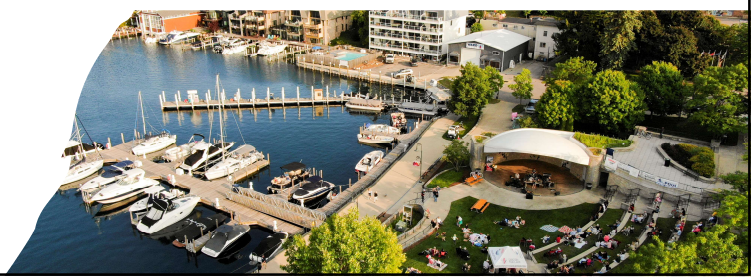
19

CITY OF CHARLEVOIX

Thank you

Lindsey J. Dotson, MSARP
DDA Executive Director
lindseyd@charlevoixmi.gov
downtowncharlevoix.com

Mark Heydlauff
City Manager
markh@charlevoixmi.gov
charlevoixmi.gov



20

Charlevoix Downtown Development Authority

Reports

Title: Annual Report to Treasury
Date: November 27, 2023

Presented By: Lindsey Dotson, DDA Director

Background:
This is the annual report that is required to be submitted to Michigan Treasury each year - see attached for reference.

Recommendation:
No action is necessary.

Attachments:
1. FY22 TIF District PA 57 Annual Report Template with CTV by Property Category new

Annual Report on Status of Tax Increment Financing Plan

Send completed form to: Treas-StateSharePropTaxes@michigan.gov	**City of Charlevoix**	TIF Plan Name	For Fiscal Years ending in
Issued pursuant to 2018 PA 57, MCL 125.4911 Filing is required within 180 days of end of authority's fiscal year ending in 2022. MCL 125.4911(2)	**Downtown Development Authority**	TIF Plan and Development Plan	**2022**

Year AUTHORITY (not TIF plan) was created:	1982
Year TIF plan was created or last amended to extend its duration:	2007
Current TIF plan scheduled expiration date:	2026
Did TIF plan expire in FY22?	NO
Year of first tax increment revenue capture:	1984
Does the authority capture taxes from local or intermediate school districts, or capture the state education tax? Yes or no?	NO
If yes, authorization for capturing school tax:	
Year school tax capture is scheduled to expire:	

Revenue:	Tax Increment Revenue	$	507,986
	Property taxes - from DDA millage only	$	43,349
	Interest	$	929
	State reimbursement for PPT loss (Forms 5176 and 4650)	$	13,121
	Other income (grants, fees, donations, etc.)	$	68,356
	Total	$	633,741

Tax Increment Revenues Received			Revenue Captured	Millage Rate Captured
	From counties		$ 168,177	7.4363
	From cities		$ 262,459	11.6052
	From townships		$ -	
	From villages		$ -	
	From libraries (if levied separately)		$ 36,741	1.6246
	From community colleges		$ -	
	From regional authorities (type name in next cell)	Recreation & EMS	$ 40,609	1.7956
	From regional authorities (type name in next cell)		$ -	
	From regional authorities (type name in next cell)		$ -	
	From local school districts-operating		$ -	
	From local school districts-debt		$ -	
	From intermediate school districts		$ -	
	From State Education Tax (SET)		$ -	
	From state share of IFT and other specific taxes (school taxes)		$ -	
		Total	**$ 507,986**	

Expenditures			
	Salaries/Wages & Benefits	$	83,088
	Operating Supplies	$	11,761
	Marketing & Promotional Services	$	36,694
	Business Recruitment/Retention	$	25,000
	Contractural Services	$	55,823
	Legal fees, telephone, conference & travel, insurance	$	12,224
	Property Maintenance - Bridge Park Building	$	21,473
	Library Contribution	$	30,000
	Miscellaneous	$	209
		$	-
		$	-
Transfers to other municipal fund (list fund name)	Fund 638 - Fringe Shortage	$	2,338

Transfers to other municipal fund (list fund name)	Marina / East Park Debt Service		$	336,100
	Transfers to General Fund		$	-
		Total	$	614,710
Total outstanding non-bonded Indebtedness	Principal		$	-
	Interest		$	-
Total outstanding bonded Indebtedness	Principal		$	2,095,000
	Interest		$	216,500
		Total	$	2,311,500
Bond Reserve Fund Balance			$	-
Unencumbered Fund Balance			$	250,859
Encumbered Fund Balance			$	50,000

CAPTURED VALUES

PROPERTY CATEGORY	Current Taxable Value	Initial (base year) Assessed Value	Captured Value	Overall Tax rates captured by TIF plan	TIF Revenue
Ad valorem PRE Real	$ 1,681,971	$ -	$ 1,681,971	0.0000000	$0.00
Ad valorem non-PRE Real	$ 32,711,357	$ 5,511,100	$ 27,200,257	22.4617000	$610,964.01
Ad valorem industrial personal	$ -	$ -	$ -	0.0000000	$0.00
Ad valorem commercial personal	$ 511,100	$ -	$ 511,100	0.0000000	$0.00
Ad valorem utility personal	$ -	$ -	$ -	0.0000000	$0.00
Ad valorem other personal	$ -	$ -	$ -	0.0000000	$0.00
IFT New Facility real property, 0% SET exemption	$ -	$ -	$ -	0.0000000	$0.00
IFT New Facility real property, 50% SET exemption	$ -	$ -	$ -	0.0000000	$0.00
IFT New Facility real property, 100% SET exemption	$ -	$ -	$ -	0.0000000	$0.00
IFT New Facility personal property on industrial class land	$ -	$ -	$ -	0.0000000	$0.00
IFT New Facility personal property on commercial class land	$ -	$ -	$ -	0.0000000	$0.00
IFT New Facility personal property, all other	$ -	$ -	$ -	0.0000000	$0.00
Commercial Facility Tax New Facility	$ -	$ -	$ -	0.0000000	$0.00
IFT Replacement Facility (frozen values)	$ -	$ -	$ -	0.0000000	$0.00
Commercial Facility Tax Restored Facility (frozen values)	$ 619,022	$ -	$ 619,022	0.0000000	$0.00
Commercial Rehabilitation Act	$ -	$ -	$ -	0.0000000	$0.00
Neighborhood Enterprise Zone Act	$ -	$ -	$ -	0.0000000	$0.00
Obsolete Property Rehabilitation Act	$ -	$ -	$ -	0.0000000	$0.00
Eligible Tax Reverted Property (Land Bank Sale)	$ -	$ -	$ -	**0.0000000**	$0.00
Exempt (from all property tax) Real Property	$ -	$ -	$ -	**0.0000000**	$0.00
Total Captured Value		$ 5,511,100	$ 30,012,350	**Total TIF Revenue**	**$610,964.01**

Tax Increment Revenue
Specific Taxes Allowable for Capture by PA 57 Authorities
As of January 1, 2019

		DDA	TIFA	LDFA	NSRA	CIA	WRITIFA	NIA
Former Public Act (now repealed)		197	450	281	35	280	94	61
Year		1975	1980	1986	1867	2005	2008	2007
2018 PA 57 MCL Citation for "specific tax" definition		125.4201 (aa)	125.4301 (w)	125.4402 (hh)	125.4523 (9)(e)	125.4603 (e)	125.4703 (d)	125.4803 (e)
PA 189 of 1953	Lessees/Tax Exempt Property	X	X	X	X[1]	X	X	X
PA 198 of 1974	IFT	X	X	X	X	X	X	X
PA 255 of 1978	CFT	X	X	X	X	X	X	X
PA 385 of 1984	Tech Park	X	X	X	X	X	X	X
PA 224 of 1985	Enterprise Zone			X				
PA 147 of 1992	NEZ				X			X
PA 146 of 2000	OPRA			X	X			
PA 260 of 2003	Eligible Tax Reverted Property (Land Bank 5/50) Tax							
PA 210 of 2005	Commercial Rehabilitation				X			X

Blue highlighted cells--properties located in renaissance zones are exempt from these taxes to the degree listed in 1996 PA 376 at MCL 125.2689 (same extent as ad valorem taxes)

Yellow highlighted cells--properties located in renaissance zones are exempt from these taxes to the degree listed in the respective public acts (same as the others, just exempted in the individual acts instead of in the RenZone Act)

Charlevoix Downtown Development Authority

Old Business

Title: Termination of Agreement with MSF/SHPO for Resilient Lakeshore Heritage Grant
Date: November 27, 2023

Presented By: Lindsey Dotson, DDA Director

Background:
The grant that we received to support the restoration of the Buttars Building Facade (current location of Round Lake Bookstore) had to be revoked as the result of the commercial storefront being sold to new owners who were not interested in taking on the facade restoration project within the timeframe identified in the project scope for the grant award. The property had not been listed as available, so the sale was unexpected. The state was willing to work with us and allow the grant agreement to transfer into the new owner's name if they were willing to take on the project. However, understandably so, the new owners didn't have that much of an investment in mind right off the bat, especially since the income potential won't offset the expenses for quite some time. Attached is the letter from SHPO confirming that the agreement has been terminated.

Recommendation:
No action is needed.

Attachments:
1. RLH23-009 Charlevoix Termination

GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
MICHIGAN STRATEGIC FUND
STATE HISTORIC PRESERVATION OFFICE

QUENTIN L. MESSER, JR.
PRESIDENT

October 19, 2023

Lindsey Dotson
Executive Director
City of Charlevoix Downtown Development Authority
210 State Street
Charlevoix, MI 49720

RE: RLH23-009 Charlevoix, Buttars Building Façade Restoration Termination Request

Dear Ms. Dotson:

The Michigan State Historic Preservation Office (SHPO) has received your request, dated October 17, 2023, to terminate grant agreement RLH23-009 between the Michigan Strategic Fund (MSF), SHPO and the City of Charlevoix Downtown Development Authority (DDA) for the proposed Buttars Building Façade Restoration Project in Charlevoix, Michigan due to unforeseen circumstances that have impacted the project.

SHPO acknowledges the termination in accordance with Section XIII(A)(3)(c) of the agreement. The effective date of termination is October 17, 2023. Grant funds totaling $84,045.50 have been withdrawn from the project and are no longer available. SHPO will notify the National Park Service (NPS) of the project's cancellation. As no funds have been expended on this project by the DDA, no additional documentation is required at this time.

While we regret that the project cannot move forward, we appreciate the DDA's proactive communication about the status of the project and remain interested in seeing a successful outcome for this property. If you have questions about future funding opportunities that may be available for this property, please contact us. If you have further questions related to termination of grant agreement RLH23-009, please contact Alan Higgins, Grants Manager/Budget Specialist, at 517.256.4358 or higginsS3@michigan.gov.

Sincerely,

Ryan M. Schumaker
State Historic Preservation Officer

MICHIGAN SHPO STATE HISTORIC PRESERVATION OFFICE

300 NORTH WASHINGTON SQUARE • LANSING, MICHIGAN 48913
michigan.gov/**shpo** • (517) 335-9840

Charlevoix Downtown Development Authority

New Business

Title: New Microphones for Bandshell

Date: November 27, 2023

Presented By: Lindsey Dotson, DDA Director

Background:

The wireless microphones we have in the bandshell are currently operating on a frequency that was supposed to be phased out by July 2020 (see more info here). Attached is a quote prepared by CJ WInnell, our longtime expert and purveyor of sound equipment, for the purchase of new wireless mics that would operate at the correct frequency.

Recommendation:

Motion to approve the purchase of new wireless microphones.

Attachments:

1. Quote

Full Compass Systems, Ltd

9770 Silicon Prairie Parkway
MADISON, WI 53593
608-831-7330
Fax: 608-831-6330

Bill to:

CHARLEVOIX, CITY OF
210 STATE STREET
CHARLEVOIX, MI 49720

Ship to:

CHARLEVOIX CITY OF
210 STATE STREET
CHARLEVOIX, MI 49720

Quotation

Confirmation #	SOC5081950-2
Page	1 of 1
Date	10/9/2023
Sales order	SOC5081950
Purchase order #	Updated Quote
Ordered by	CJ Winnel
Salesperson	Joshua Youngblood
Payment	Credit Card
Customer account	CUC0929737
FOB	FOBO
Expiration date	11/23/2023

Mfg	Item number	Description	Qty ordered	Unit	Ship via	Unit price	Extended price	Fin
SHU	SLXD24D/SM58	Dual Wireless Vocal System with SM58 Frequency : G58 https://www.fullcompass.com/prod/587255-0002	2	EA	Bestway	$1232.24	$2464.48	
SHU	SLXD1	Bodypack Transmitter Frequency : G58 https://www.fullcompass.com/prod/587225-0002	2	EA	Bestway	$193.74	$387.48	
SHU	WL185	Lav Mic for Wireless, Cardioid https://www.fullcompass.com/prod/027738	2	EA	Bestway	$103.46	$206.92	
RFV	DFIN	Polarized Diversity Antenna https://www.fullcompass.com/prod/248687	1	EA	Bestway	$581.00	$581.00	
GAL	HSM4-OBG	Headset mic, Dual earhook, Beige Size : SHU https://www.fullcompass.com/prod/596399-0005	2	EA	Bestway	$84.01	$168.02	
SHU	UA8	1/2Wave Omnidirctional Antenna Frequency : 470-530 https://www.fullcompass.com/prod/259737-0003	2	EA	Bestway	$29.16	$58.32	

Sales subtotal amount:	$3866.22
Promotional discount:	$0.00
Shipping & handling:	$42.43
Net amount:	$3908.65
Sales tax:	$231.98
Total:	$4140.63
Prepaid:	$0.00
Balance due:	$4140.63

Charlevoix Downtown Development Authority

New Business

Title: 2024 Calendar of Meetings
Date: November 27, 2023

Presented By: Lindsey Dotson, DDA Director

Background:
During our August DDA meeting, it was suggested that in 2024 the Board would meet quarterly. I have attached a proposed meeting schedule that would include 4 meetings a year, but skipping July and resuming in August to not interfere with the Venetian Festival and other busy activities during that month.

Recommendation:
Board discussion and direction.

Attachments:
1. 2024 Board Meeting Dates

CHARLEVOIX
DOWNTOWN DEVELOPMENT AUTHORITY

DDA Board
2024 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 22, 2024

April 22, 2024*

August 26, 2024

November 25, 2024*

***Informational Meeting**

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 seven (7) days' notice to the City of Charlevoix Clerk's Office. Individuals with disabilities requiring auxiliary aids or services should contact the City of Charlevoix by writing or calling the following: City Clerk, City of Charlevoix, 210 State Street, Charlevoix, Michigan 49720. (231) 547-3270

Charlevoix Downtown Development Authority

New Business

Title: Set Date for Budget Work Session

Date: November 27, 2023

Presented By: Lindsey Dotson, DDA Director

Background:

The DDA Board may set a date to meet and discuss the 2024-2025 DDA Budget before sending a final draft to City Council for approval. A meeting in December would give adequate time for adjustments to be made before our deadline. Tuesday, December 19th would have been our Board Meeting date because of the holiday if we had a regular meeting.

Recommendation:

Move to approve a Budget Work Session date.

Attachments:

None