

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 Present: Ron Way

Absent:

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