



Agenda
City of Charlevoix Downtown Development Authority Meeting
Monday, January 22, 2024 - 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. CLG Grant Letter of Support
- 6. Reports**
 - A. Junior DDA Project Update
Lindsey Dotson, DDA Director
 - B. Financial Report
 - C. Director's Report
Lindsey Dotson, DDA Director
 - D. Committee/Event Updates
Lindsey Dotson, DDA Director
- 7. Old Business**
 - A. Updated Quote for BigBelly Systems
Lindsey Dotson, DDA Director
- 8. New Business**
 - A. 107 Bridge Park Drive Proposal
Lindsey Dotson, DDA Director
 - B. Bridge Park Building Maintenance Items
Lindsey Dotson, DDA Director
 - C. Metered Parking Time Limit Discussion
Lindsey Dotson, DDA Director
 - D. DDA Board Goals Review
Lindsey Dotson, DDA Director

E. 2024-2025 DDA Budget

Lindsey Dotson, DDA Director

F. Closed Session: DDA Director's Annual Performance Review (MCL 15.268 (1a))

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: January 22, 2024

Presented By: Lindsey Dotson, DDA Director

Background:

Recommendation:

Motion to approve.

Attachments:

1. DDA Regular Meeting - Nov. 27, 2023
2. DDA Executive Committee Meeting - Dec. 14, 2023
3. DDA Work Session - Jan. 9, 2024

City of Charlevoix
Downtown Development Authority Meeting Minutes
Monday, November 27, 2023 - 5:30 PM
Council Chambers, City Hall

1. Call to Order

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

2. Pledge of Allegiance

3. Roll Call

Vice Chair: Kirby Dipert

Members Present: Liam Dreyer, Mayor Lyle Gennett, Anne Oosthuizen, Paul Silva (remotely), Ron Way

Members Absent: Sam Bingham, Maureens Owens, Danielle Scheller

Staff Present: Lindsey Dotson, DDA Executive Director

Vice Chair Dipert stated that they needed to amend the agenda to add a presentation by the Junior DDA group which had a presentation.

Motion by Mayor Gennett, seconded by Member Way to amend the agenda to add the presentation as Item A under New Business.

Motion carried by unanimous voice vote.

4. Inquiry Regarding Conflicts of Interest

5. 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 Committee minutes as presented.

6. Reports

Member Dotson stated that one of the Board Members did not get to review everything prior to the meeting due to a technical difficulty. Ms. Dotson clarified that the printing and distribution of the downtown maps was back under the DDA's umbrella.

Motion by Member Dreyer, seconded by Member Oosthuizen to approve the Reports {Financial, Director's and Annual Report to Treasury} as presented.

Motion carried by unanimous voice vote.

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

Director Dotson stated that the grant was for \$84,000 to support the restoration of the Butters Building Facade (current location of Round Lake Bookstore) which had to be revoked as the result of the commercial storefront being sold to new owners who were not interested 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 the DDA and allow the grant agreement to transfer into the new owner's name, but the new owners didn't have that much of an investment in mind right after the purchase, especially since the income potential would not offset the expenses for quite some time. Therefore, the agreement has been terminated.

8. New Business

Junior DDA Presentation:

Mr. Dreyer stated that the Junior DDA project for this year was to improve the walkability of the alley perpendicular to Van Pelt Place (business back alley or the alley corridor). He stated that they were trying to improve walkability down this alley by drawing some Bridge Street traffic into this alley, which could use some improved visuals such as interactive murals, lighting and benches. The students proceeded with their presentation, eight (8) possible murals and other ideas for this area.

Mr. Dreyer summarized that the purpose of this conversation was about what to do with this back alley, and they were looking for the DDA's permission to proceed with asking downtown businesses if this project would even be possible. He stated then the group would come back to the DDA with what businesses were interested in participating and quotes for the cost of the artwork. The students responded to questions from the DDA members.

Motion by Mayor Gennett, seconded by Member Way to support the Junior DDA's efforts to improve the alleyway corridor between Clinton and Park Streets pending the approval of the work plan and costs associated with the project.

Motion carried by unanimous voice vote.

A. New Microphones for Bandshell
Lindsey Dotson, DDA Director

Director Dotson stated that the wireless microphones in the bandshell are currently operating on a frequency that was supposed to be phased out by July 2020. Vice Chair Dipert referenced the quote prepared by CJ Winnell out of Madison, Wisconsin, and asked if there was a local resource for this equipment. Director Dotson explained they had purchased equipment from local vendors in Traverse City, but for this type of equipment using CJ Winnell, their longtime

expert and purveyor of sound equipment, this was the most local they could obtain. Ms. Dotson stated she would ask Mr. Winnell again if these products were available locally. Director Dotson stated the quote was good through December with a possible price increase in January. Discussion followed.

Motion by Member Dreyer, seconded by Member Way to approve the purchase of the new wireless microphones.

Motion carried by unanimous voice vote.

B. 2024 Calendar of Meetings

Lindsey Dotson, DDA Director

Director Dotson stated in August that it was suggested in 2024 the Board meet quarterly and the proposed schedule for next year included four (4) meetings, skipping July so as not to interfere with the Venetian Festival. Ms. Dotson summarized the changes to the regular meetings and the committee meetings largely due to the departure from Main Street and the lack of discretionary funds.

Motion by Member Dreyer, seconded by Member Way to approve the 2024 Board Meeting calendar {as presented}.

Motion carried by unanimous voice vote.

C. Set Date for Budget Work Session

Lindsey Dotson, DDA Director

Motion by Vice Chair Dipert, seconded by Way to tentatively set January 9, 2024, at 1:00 p.m. for the 2024/2025 Budget Work Session.

Motion carried by unanimous voice vote.

9. Public Comment

10. Request for Future Agenda Items

11. Board Comments

12. Adjourn

The meeting adjourned at 6:25 p.m.

Sarah J. 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.

**CITY OF CHARLEVOIX
DOWNTOWN DEVELOPMENT AUTHORITY EXECUTIVE COMMITTEE MEETING
Thursday, December 14, 2023 at 12:00 p.m.
City Hall Council Chambers**

The meeting was called to order at 12:00 p.m. by Chair Owens.

1. Call to Order

2. Roll Call

Chair: Maureen Owens
Members Present: Kirby Dipert, Mayor Lyle Gennett, Ron Way, Paul Silva
Members Absent:
City Staff: Lindsey Dotson, Executive Director
Others Present:

3. New Business

a. Sub-Lease Agreement for Commercial Space

A brief discussion took place outlining the motion that was made by the DDA Board at their regular meeting on April 24, 2023, under New Business Item B. J.bird Provisions Lease Renewal that read:

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

Motion carried by unanimous voice vote.

The sublease presented is between J.bird Provisions and Lost Cellars Winery, which, upon execution and license approval via the City Council and the Michigan Liquor Control Commission, would allow a tasting room to function within the space currently leased by J.bird Provisions from the Downtown Development Authority.

Motion by Vice Chair Dipert, seconded by Member Way, to approve the sublease agreement between J.bird Provisions, LLC and Lost Cellars, Inc.

Motion carried by unanimous voice vote.

4. Adjourn.

Meeting adjourned at 12:10 p.m.

Lindsey J. Dotson Executive Director

Maureen Owens Chair

DRAFT

CITY OF CHARLEVOIX
DOWNTOWN DEVELOPMENT AUTHORITY WORK SESSION
Tuesday, January 9, 2024 at 1:00 p.m.
City Hall Council Chambers

The meeting was called to order at 1:00 p.m. by Chair Owens.

1. Call to Order

2. Roll Call

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

3. New Business

a. 2024-2025 DDA Budget

The discussion was led by Chair Owens outlining that the primary function of the meeting was to consider how the DDA could spend more of the Fund Balance from years prior as 2026 approaches and the current TIF Plan nears sunset.

Member Oosthuizen asked Director Dotson to elaborate on the Placer.ai item added to the budget. Director Dotson explained the benefits of the program as best as she could and that it was intended to be shared with another department in the city. Dotson then asked if the members wanted the company to be present at the January meeting to answer additional questions that other members may have. The board members present agreed that it would be helpful.

Discussion continued about the purchase of additional BigBelly waste/recycling bins for the downtown and Director Dotson was asked to get an updated estimate and information regarding the number of units needed.

Director Dotson asked whether the Board would want to consider the Alleyway Improvement Grant to be an active program again since one of the grants awarded was not given. This will be brought to the full board at the regular meeting.

Director Dotson also provided an update related to improvements needed at the Bridge Park Building and asked how the Board would like that to be handled moving forward. She was instructed to bring a list of needs to the regular meeting and request

that the Board grant the Building Committee permission to spend a certain dollar amount to address some ongoing maintenance needs.

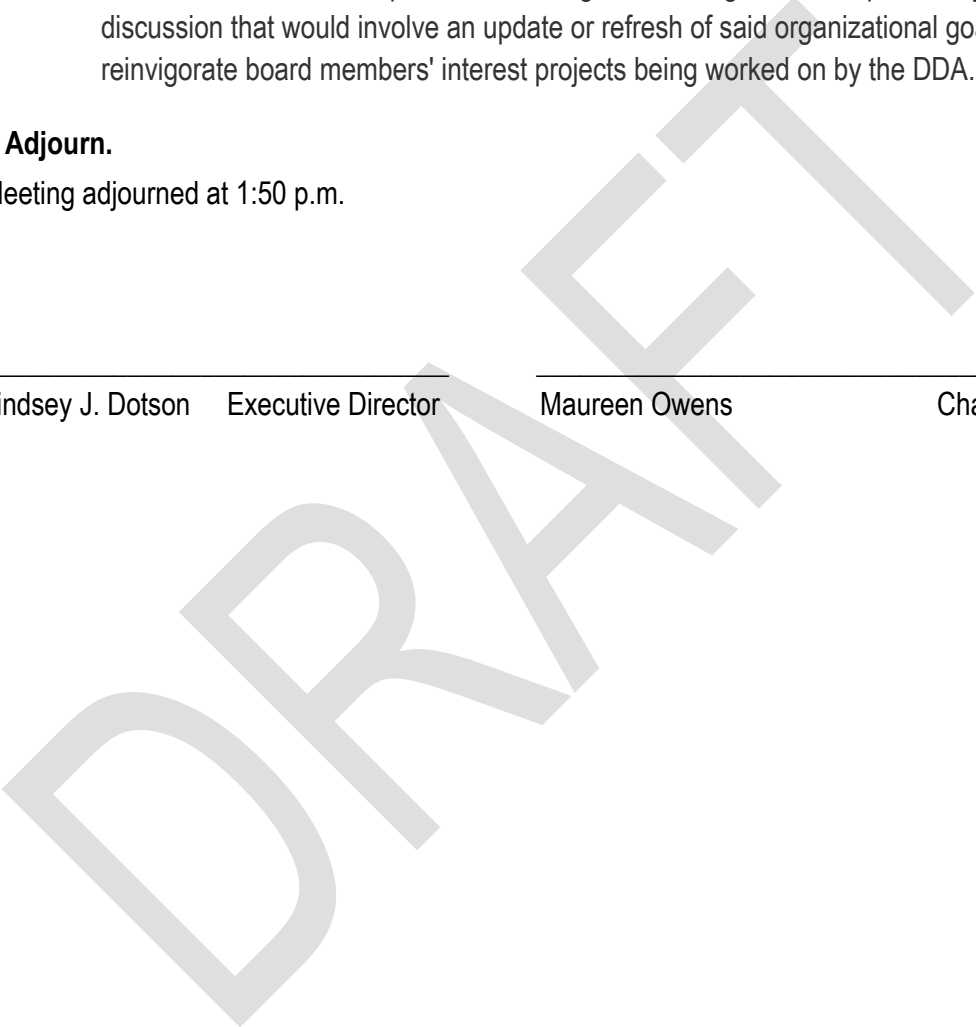
When discussing the sunset of the current TIF Plan, Chair Owens asked if the date of that sunset was by calendar or fiscal year. Director Dotson said she would check and report back during the regular meeting.

Director Dotson also pointed out that the goals sheet that was passed out to members would be included in the packet for the regular meeting and could potentially aid in a discussion that would involve an update or refresh of said organizational goals to help reinvigorate board members' interest projects being worked on by the DDA.

4. Adjourn.

Meeting adjourned at 1:50 p.m.

Lindsey J. Dotson Executive Director Maureen Owens Chair



Charlevoix Downtown Development Authority

Consent Agenda

Title: CLG Grant Letter of Support

Date: January 22, 2024

Presented By: Lindsey Dotson, DDA Director

Background:

The City is applying for funding through the Certified Local Government Grant Program via the State Historic Preservation Office to support the replacement of the roof of City Hall. Since the grant is only available for historic buildings that are either publicly owned or owned by a non-profit, this is one of the structures within the city limits eligible for grant dollars made available by this program. The attached letter will be submitted as an attachment to the grant application.

Recommendation:

Motion to approve the Letter supporting the CLG Grant Application.

Attachments:

1. CLG Grant Letter of Support



January 18, 2024

To Whom It May Concern:

The City of Charlevoix Downtown Development Authority is pleased to offer this letter of support for the City of Charlevoix's application to SHPO for the Certified Local Government FY2024 Grant Program Application.

Funding from SHPO will allow the city to make necessary and overdue updates to the roof of City Hall. Historic sites like the City Hall building must be protected and preserved, as they offer tremendous benefits to the community.

As a contributing resource in the future National Register of Historic Places Historic District, funding from the CLG grant will also help shine a light on the City's dedication to historic preservation as they care for the 1939 Public Works Administration Moderne architectural gem that is central to the operation of our local government.

Thank you so much for this opportunity.

Sincerely,

A handwritten signature in black ink, reading "Lindsey J. Dotson". The signature is written in a cursive style with a large initial "L" and "D".

Lindsey J. Dotson, MSARP

On behalf of the City of Charlevoix Downtown Development Authority

Charlevoix Downtown Development Authority

Reports

Title: Junior DDA Project Update

Date: January 22, 2024

Presented By: Lindsey Dotson, DDA Director

Background:

Member Dreyer will provide a verbal update on the progress made since the last DDA meeting.

Recommendation:

No action is necessary.

Attachments:

None

Charlevoix Downtown Development Authority Reports

Title: Financial Report

Date: January 22, 2024

Presented By: Lindsey Dotson, DDA Director

Background:

Attached is the DDA Financial Report as of January 18, 2024.

Recommendation:

No action is necessary.

Attachments:

1. DDA Financials 1-18-24

CITY OF CHARLEVOIX
 DETAIL REVENUES WITH COMPARISON TO BUDGET
 FOR THE 12 MONTHS ENDING MARCH 31, 2024

FUND 248 - DOWNTOWN DEVELOPMENT FUND

	PRIOR YR ACTUAL	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>REVENUE</u>						
248-000-403.000	CURRENT PROPERTY TAX LEVY	42,516.13	42,346.75	42,346.75	43,900.00 (1,553.25)	96.46
248-000-403.001	CURRENT PROPERTY TAX LEVY T/F	508,022.99	525,284.90	525,284.90	508,000.00 17,284.90	103.40
248-000-411.000	DELINQUENT TAXES - DDA	563.12 (177.13)	(177.13)	(177.13)	.00 (177.13)	.00
248-000-437.000	IFT/CFT TAXES	820.31	209.33	209.33	800.00 (590.67)	26.17
248-000-445.000	INTEREST & PENALTIES - DELINQ	104.27	56.40	56.40	100.00 (43.60)	56.40
248-000-523.001	FEDERAL GRANTS	.00 (7,606.44)	(7,606.44)	(7,606.44)	.00 (7,606.44)	.00
248-000-566.001	STATE GRANTS	.00	25,000.00	25,000.00	.00 25,000.00	.00
248-000-574.000	STATE REVENUE - OTHER	13,959.04	16,123.90	16,123.90	13,000.00 3,123.90	124.03
248-000-581.001	GRANTS - OTHER	.00	.00	.00	5,000.00 (5,000.00)	.00
248-000-665.000	INTEREST EARNINGS	992.41	125.54	125.54	1,000.00 (874.46)	12.55
248-000-665.002	INTEREST EARNINGS - LEASES	10,946.48	.00	.00	.00 .00	.00
248-000-667.000	RENTS & ROYALTIES - SUNSHINE	1,000.00	1,000.00	1,000.00	1,000.00 .00	100.00
248-000-667.002	PROPERTY RENT - BIBCO	35,174.86	34,296.80	34,296.80	41,200.00 (6,903.20)	83.24
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	11,678.78	11,678.78	16,800.00 (5,121.22)	69.52
248-000-674.001	CONTRIBUTIONS - TREE LIGHTS	232.20	.00	.00	.00 .00	.00
248-000-674.002	CONTRIBUTIONS - CONCERTS	2,942.45	4,632.00	4,632.00	6,000.00 (1,368.00)	77.20
248-000-674.003	CONTRIBUTIONS - PRIVATE SOURCE	1,980.00	2,258.00	2,258.00	.00 2,258.00	.00
248-000-674.004	CONTRIBUTIONS - MAIN STREET	.00	66.25	66.25	.00 66.25	.00
248-000-677.000	MISCELLANEOUS	(800.00)	68.21	68.21	14,300.00 (14,231.79)	.48
	TOTAL FUND REVENUE	635,602.68	655,363.29	655,363.29	651,100.00 4,263.29	100.65

CITY OF CHARLEVOIX
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 12 MONTHS ENDING MARCH 31, 2024

FUND 248 - DOWNTOWN DEVELOPMENT FUND

	PRIOR YR ACTUAL	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT		% OF BUDGET	
<u>DOWNTOWN DEVELOPMENT AUTHO</u>							
248-728-702.000	SALARIES & WAGES	43,984.23	37,960.21	37,960.21	51,800.00	13,839.79	73.28
248-728-702.001	WAGES (ICMA)	4,796.38	4,068.18	4,068.18	5,400.00	1,331.82	75.34
248-728-719.000	EMPLOYEE FRINGE BENEFITS	34,307.69	28,148.87	28,148.87	40,400.00	12,251.13	69.68
248-728-740.000	OPERATING SUPPLIES	11,760.79	7,483.95	7,483.95	9,500.00	2,016.05	78.78
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	18,545.25	18,545.25	26,000.00	7,454.75	71.33
248-728-801.003	PROMOTION COMMITTEE EXPENSES	9,699.96	12,447.85	12,447.85	9,000.00	(3,447.85)	138.31
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	62,651.56	62,651.56	36,000.00	(26,651.56)	174.03
248-728-818.002	DESIGN COMMITTEE	19,694.00	16,102.15	16,102.15	16,000.00	(102.15)	100.64
248-728-826.000	LEGAL FEES	449.50	1,519.00	1,519.00	500.00	(1,019.00)	303.80
248-728-830.000	INSURANCE & BONDS	2,379.51	2,298.94	2,298.94	2,500.00	201.06	91.96
248-728-853.000	TELEPHONE	1,135.87	878.31	878.31	2,000.00	1,121.69	43.92
248-728-860.000	CONFERENCE & TRAVEL	3,864.33	2,816.18	2,816.18	2,000.00	(816.18)	140.81
248-728-888.000	LIBRARY CONTRIBUTION	30,000.00	30,000.00	30,000.00	30,000.00	.00	100.00
248-728-933.000	MAINTENANCE - BRIDGE PARK	21,473.00	16,602.42	16,602.42	30,000.00	13,397.58	55.34
248-728-962.000	MISCELLANEOUS	.00	771.63	771.63	100.00	(671.63)	771.63
248-728-962.002	MISCELLANEOUS - MAIN STREET	208.99	245.97	245.97	500.00	254.03	49.19
248-728-964.000	REFUNDS & REBATES	4,394.42	4,447.33	4,447.33	6,000.00	1,552.67	74.12
248-728-995.000	TRANSFER TO OTHER FUNDS	2,338.00	100,000.00	100,000.00	100,000.00	.00	100.00
248-728-995.006	TRANSFER TO MARINA FUND-BOND	336,100.00	335,400.00	335,400.00	335,400.00	.00	100.00
	TOTAL DOWNTOWN DEVELOPMENT	614,709.75	682,387.80	682,387.80	709,800.00	27,412.20	96.14
	TOTAL FUND EXPENDITURES	614,709.75	682,387.80	682,387.80	709,800.00	27,412.20	96.14
	NET REVENUES OVER EXPENDITURE	20,892.93	(27,024.51)	(27,024.51)	(58,700.00)	31,675.49	(46.04)

Charlevoix Downtown Development Authority

Reports

Title: Director's Report

Date: January 22, 2024

Presented By: Lindsey Dotson, DDA Director

Background:

In the News

[Charlevoix First Friday Event coming back for the fourth year](#) - 9&10 News

Director Out of Office

- January 31st - vacation
- February 5th - vacation
- February 15 - 16 + 19th - vacation
- March 5 -6th - Michigan Downtown Association Lansing Day and Spring Workshop (attendee & speaker)
- March 29th - Good Friday - Paid Holiday
- May 8 - 10th - Michigan Historic Preservation Conference - Kalamazoo - Board member & walking tour accompanist.
- May 27th - Memorial Day - Paid Holiday
- May 31st - Michigan Downtown Association's Summer Workshop in Harbor Springs (speaker)

RRC Updates:

- **Chamber of Commerce Building:** Smith Group (the firm hired to work with the City on this project) conducted a site visit on December 11, 2023, to meet with the city and Chamber/Visit Charlevoix staff, tour the building, etc. As of this week, they are still working on initial concepts and have not shared anything with our local team yet.
- **Former Methodist Church/104 State Street:** The kickoff call with MML/MEDC, property owners, and the consulting team took place on December 6th, which essentially helped get the MML up to date with the scope of work that the consultant planned to provide the property owner. I know an agreement has been executed, so I assume work is ongoing with the study at this point.

Waste Removal Survey

We have about 40 surveys completed and a couple of draft reports in the works. There are still a couple of businesses that we need to get answers from and then an interactive map will be created to display areas identified in the survey results and also project additional "needs" that will be created with the addition of more housing units in the downtown. The plan is to have this ready for a presentation during the April regular DDA meeting.

Match on Main Grant

On January 8th, the MEDC notified communities that there would be a "pause" in all programming until further notice, which halted the local process that had been underway to work with potential applicants. No further information has been sent since.

Ladies Night

On Saturday, December 9th, I think it's safe to say the most successful Ladies' Night event to date occurred! Stores were BUSY - and some made record sales. Even shops that usually don't get a lot of activity during these types of events said they were pleasantly surprised with how they did. Switching the day to Saturday, which also fell close to another Ladies' Night that happened in the area the night before, plus proactively promoting it, definitely paid off. Unfortunately, our food and beverage participants didn't have as much success, but I have met with them, and we have a good idea as to why that might have been. Things could be adjusted next year to ensure a more successful event, which will now always take place the Saturday after the Merchant Open House and Hot Cocoa Contest.

First Fridays

First Fridays started this month and the first event was moderately busy, with approximately 21 people spinning for prizes and a handful of people who got silly with us for the whipped cream theme celebrating National Whipped Cream Day. The website has yet to be completely updated for the February event, but you can view more details here: <https://www.downtowncharlevoix.com/first-fridays>

Performance Pavilion "Rental" Income

During our November meeting, a question was asked about the income received from outside entities requesting to use the Odmark Performance Pavilion going toward the expense that the DDA incurs to maintain the sound and light equipment that oftentimes gets used for said events. When I first started working here, the system of reserving the bandshell was a physical calendar kept in a binder in the DDA office. Because the Recreation office used RecDesk and had a calendar that was "reservable" online, they took over managing the reservations for the bandshell, and also any income that may have come from those fees. Additional changes were put into place when the City's Events Policy was adopted and Liz Anderson took on a more central role in coordinating events planned on publicly owned land. Now that we are circling back to managing it, I will have to be in training with the Recreation Department as they learn how to use their new system that will be replacing RecDesk so that the system that was created can still function similarly within our department. Since many of the groups that request to use the bandshell are non-profits, minimal income has been made since the Rec department started managing it. However, there is great potential to consider when it comes to how the pricing structure could be altered in the future to better offset the ongoing expenses related to the use and maintenance of technology and other equipment.

DDA TIF Plan Sunset Date

During the Work Session, Chair Owens requested information about the actual date of the TIF Plan sunset. I have since found that it will be December 31, 2026.

Recommendation:

No action is needed.

Attachments:

None

Charlevoix Downtown Development Authority Reports

Title: Committee/Event Updates

Date: January 22, 2024

Presented By: Lindsey Dotson, DDA Director

Background:

Recommendation:

No action is necessary.

Attachments:

1. Downtown Placemaking Committee Minutes - December 7, 2023



Charlevoix Downtown Placemaking Committee
Thursday, December 7, 2023
4:00 PM at City Hall
Minutes

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

Absent: L. Dreyer, C. Kranz

The Meeting was called to order at 4:00 pm. The Minutes from the October 5, 2023, meeting were approved as written.

I. Outstanding Business

- a. The DDA has decided to meet quarterly. The 2024 budget is currently being worked on.
- b. SBEL projects - cyclist amenities: In looking at the development of the trail system through northern MI, Charlevoix will essentially be a hub, which presents opportunities to accommodate the cyclists. 1) Directional trail signage needs to be added to guide cyclists through town. 2) The idea of developing an area in the downtown as a stopping point with amenities, e.g. restroom, water station, bike stands, was discussed.
- c. Potential map mural: The group, as well as artist Sharon Smithem, agree that the back side of North Seas Gallery is ideal for the Irene Harsha map, but it must be done on panels and mounted, not painted directly on the wall. Initial, rough cost estimates from Sharon, based on a size of 500 sq ft, indicate upwards of \$20-25,000. Jr DDA has received approval to start planning their project to put interactive murals along Van Pelt Alley. The map could be part of this effort. Next steps are to meet with S. Smithem and R. McCarthy, owner of the building. Fundraising and approvals will be the next challenges.
- d. Historic District signage: no updates
- e. Trash Handling survey: Lindsey presented results so far, and will try to obtain more data from business owners before compiling and making recommendations. Recycling continues to be identified as an area of need and opportunity for improvement.
- f. Alleyway Grant Update: Grant funds in the amount of \$5,000 were returned from A Notable Way, as the owner has relocated out of town. The funds are restored in the budget.
- g. RRC Site Updates:
 - i. Old Methodist Church - Feasibility study being funded by MEDC.
 - ii. Chamber building - a site visit is planned for Dec. 11th with Smith Group

CHARLEVOIX DDA MISSION

The mission of the Charlevoix DDA program 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.

The meeting was adjourned at 5:00 pm. **Next meeting: February 1, 2024 @ 4 pm in City Hall w/ possible back-up date being February 8, 2024**

CHARLEVOIX DDA MISSION

The mission of the Charlevoix DDA program 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

Old Business

Title: Updated Quote for BigBelly Systems

Date: January 22, 2024

Presented By: Lindsey Dotson, DDA Director

Background:

Attached is a year-end summary of the two units currently located near Van Pelt Alley and an updated quote for the outright purchase of 10 (5 double units) BigBelly high-capacity, self-compacting stations. Considering 5 additional locations in the downtown where large amounts of disposables are created by businesses that serve food and/or beverage in to-go containers, for example, the additional locations could be somewhere in the proximity of the following spots:

- Cafe Meria/Mason Street
- Celeste Murdick's Fudge/Hoop Skirt
- Harwood Gold/East side of Clinton Street intersection
- Kilwin's/west side of 200 block
- J. Bird/Bridge Park

The updated quote is for:

5 Smart Max Double Station with Hoppers, Foot Pedals, Five-Year Warranty, and Five-Year CLEAN Software \$47,045.70

3 Compactor Waste Liner Bags (box of 50) \$138.60

3 Bigbelly Clear Compactor Liners Bags (Box of 50) \$224.40

Station pricing includes a 2.5% volume discount based on the quantity of 10 components.

Shipping & Handling (one time): \$1,730.00

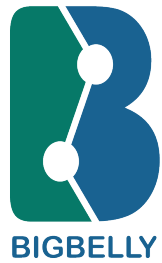
Total System Cost: \$49,138.70

Recommendation:

Board discussion and direction.

Attachments:

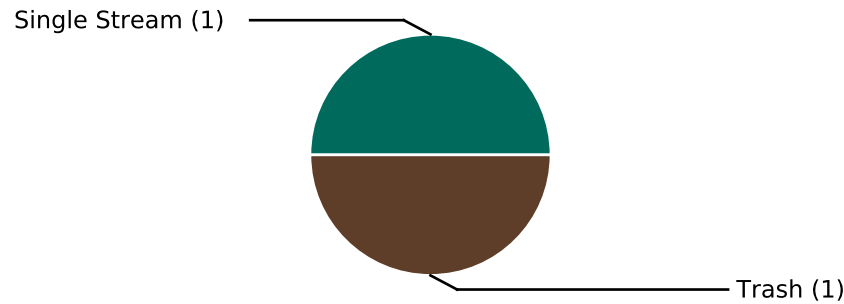
1. BigBelly Account Review 2023
2. BigBelly Quote - Jan. 16, 2024



This Account Overview Report provides high level details for your organization over the period of January 1, 2023 to December 31, 2023, as well as trending-data for the most recent 12 months prior to that period, except where noted.

Fleet Status Summary

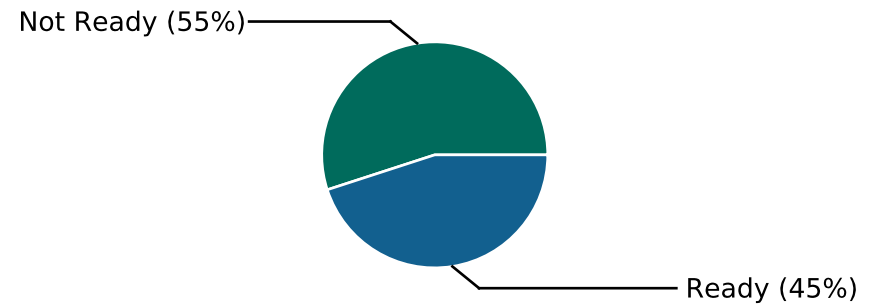
Number of Active Waste Streams



on: January 18, 2024

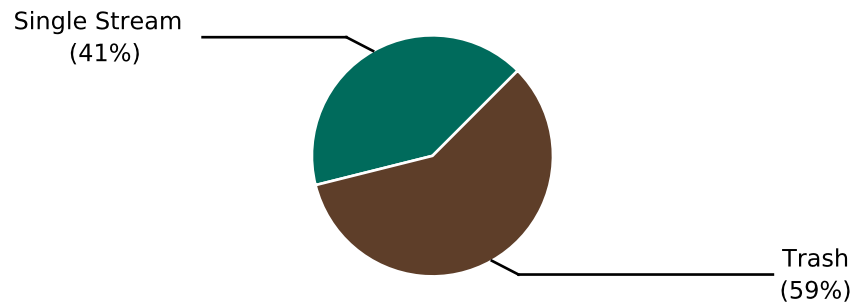
Collection and Capacity Efficiency Summary

Ready vs. Not Ready Collections



Volume Summary

Percentage of Volume by Waste Stream



Alert Summary

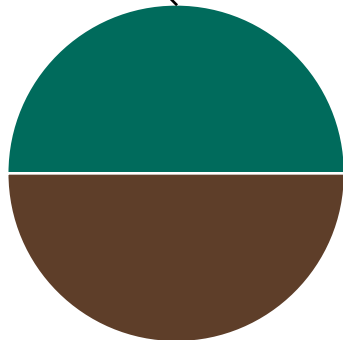
	Active on January 18, 2024	Avg. Duration (in days): During the Period January 1, 2023 - December 31, 2023
Urgent:	0	0
Minor:	0	0
Informational:	0	0



The information below reflects waste streams and device models which are active (in service) in your organization as of January 18, 2024.

Number of Active Waste Streams

Single Stream (1)



Trash (1)

Quantity of Active Devices

Total:	2
HC:	2
SC:	0
SCC:	0



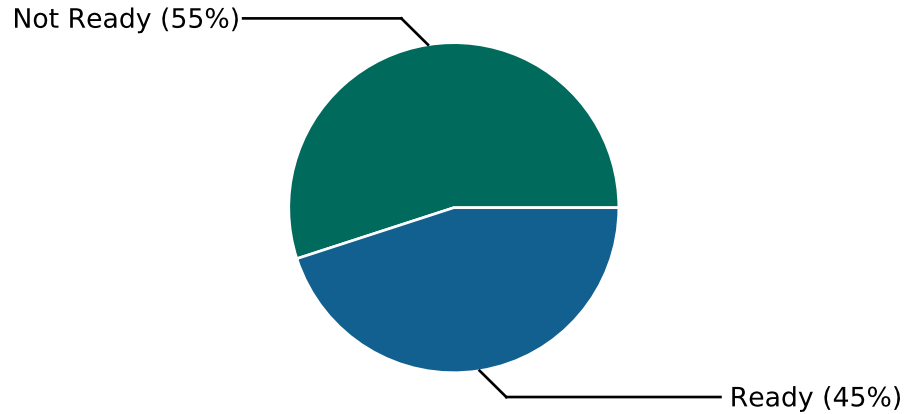
Collection based on the "Ready To Collect" state maximizes efficiency by reducing fuel, labor and waste-bag costs. Collections which are "Ready' To Collect" are considered efficient collections.

Bigbelly recommends the following collection action based on Ready To Collect status:

"Not Ready": Station has capacity available; No collection required

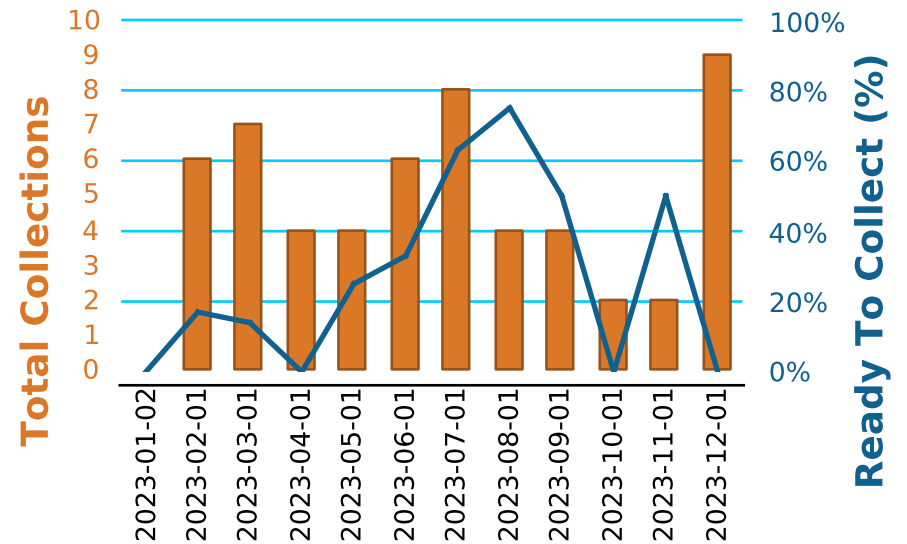
"Ready": Station is full, under alert, or has aged waste; Collection recommended now

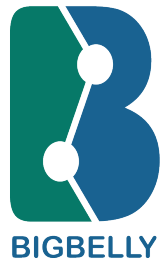
Ready vs. Not Ready Collections



January 1, 2023 to December 31, 2023

Total Collections vs. Percent at Ready To Collect

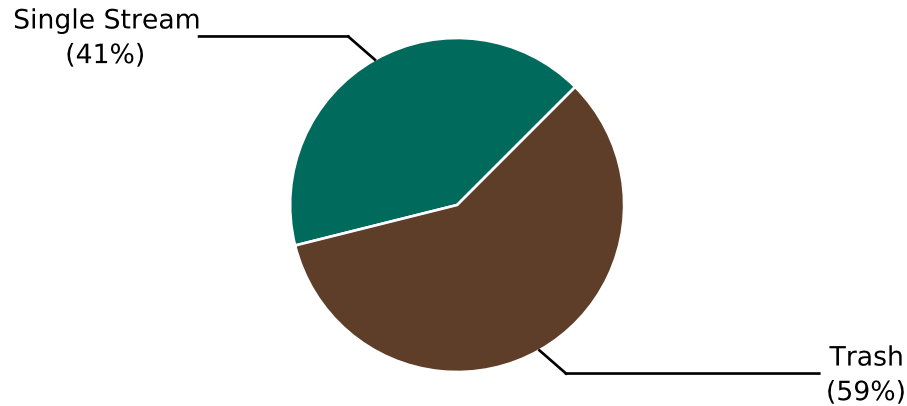




Bigbelly's can handle more than just trash, they also can be setup to handle multiple types of recycling and compost waste.

By providing recycling and composting options as part of your Bigbelly system you're allowing your users to self-sort their waste which enables your organization to divert recycling and compostable waste from ending up in trash landfills.

Percentage of Volume by Waste Stream



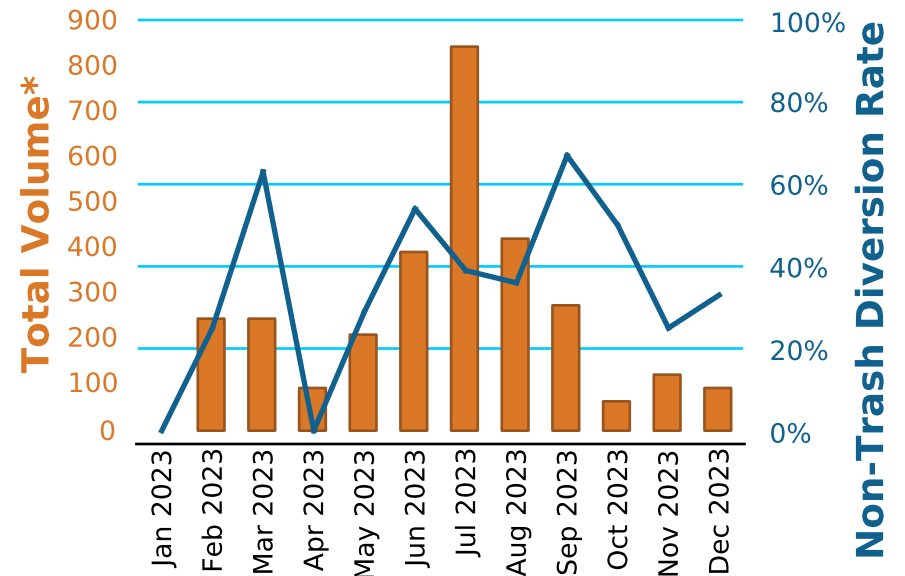
January 1, 2023 to December 31, 2023

Your organization **diverted 41%** of collected waste from landfills

Total:	2,970
Trash:	1,740
Recycling*:	1,230
Compost:	0

*Recycling total in chart above contains all recycling streams

Total Waste Volume vs. Non-Trash Diversion





All Together Better

January 16, 2024
Quote Number: Q40613-3
JE / JE

Prices valid for 60 days from the above date.

BIGBELLY SYSTEM QUOTATION

Prepared By:
Josh Erhard Bigbelly Solar 150 A St, Ste 103 Needham, MA 02494 (617) 691-5111 jerhard@bigbelly.com

Bill To:
City of Charlevoix 210 State Street Charlevoix, MI 49720

Ship To:
City of Charlevoix 210 State Street Charlevoix, MI 49720

This order includes the following items:

QTY	ITEM	EXTENDED PRICE
5	Smart Max Double Station with Hoppers, Foot Pedals, Five Year Warranty, and Five Year CLEAN Software	\$47,045.70
3	Compactor Waste Liner Bags (box of 50)	\$138.60
3	Bigbelly Clear Compactor Liners Bags (Box of 50)	\$224.40

Station pricing includes 2.5% volume discount based on quantity 10 component

Shipping & Handling (one time): \$1,730.00

Purchase Option

Total System Cost*:

\$49,138.70 USD

** Total does not include applicable sales or use taxes.*

Sincerely, Josh Erhard
Bigbelly Solar, LLC

ACH Transfer Info: Cambridge Savings Bank ▪ Acct Name: Big Belly Solar, LLC ▪ Account # 11728865 ▪ Routing # 211371120

Wire Transfer Info: Citibank▪ Acct Name: Cambridge Savings Bank ▪ Account # 7116000000000093 ▪ Routing # 031100209 ▪ Int'l Swift # CITIUS33

Please include in wire payment notes: For Further Credit to 11728865, Big Belly Solar, LLC

All Purchase Orders must reference the above Quote Number (upper right).

This Quotation is subject to the attached Terms and Conditions of Sale, which are attached hereto and incorporated herein, and expressly acknowledged and accepted by Customer as signified by the duly authorized signature below.

ACCEPTED AND AGREED BY:

CUSTOMER

By: _____

Title: _____

Print Name: _____

Date: _____



All Together Better

TERMS AND CONDITIONS OF SALE
Version 9.24.2018

The following Terms and Conditions of Sale ("Agreement") are applicable to any order placed by Customer pursuant to a valid Bigbelly Quotation ("Quotation") that is accepted by Bigbelly ("Order"). Acceptance by Customer of this Agreement, which shall be signified by Customer's duly authorized signature on the face hereof, shall be required for Bigbelly's acceptance of an Order.

1. **SCOPE OF AGREEMENT.** Bigbelly, upon acceptance of an Order placed by Customer, will supply the products to be delivered ("Products") and services to be performed ("Services") as specified in the Quotation to Customer, pursuant to this Agreement and its attachments. Bigbelly's acceptance of an Order is expressly limited to the terms and conditions of this Agreement notwithstanding any contrary provision contained in Customer's purchase orders, acknowledgements or other documents. The details of the Products and Services (e.g. quantity, price, and product specifications) shall be set forth in the relevant Quotation.
2. **ON-SITE SERVICES.** In the event any on-site services (such as installation, warranty repairs) are required as part of the Products and Services, the additional terms set forth in Attachment A attached hereto shall also apply.
3. **PRICE AND PAYMENT.** (a) The prices payable by Customer for the Products and Services by Bigbelly under this Agreement will be specified in the applicable Quotation. Unless otherwise expressly stated in a Quotation, all prices exclude shipping and applicable taxes, all of which are at Customer's expense. (b) Fees shall become payable upon Bigbelly's acceptance of an Order, unless otherwise determined by Bigbelly and agreed to in writing. All late payments made outside of the agreed upon payment terms will be subject to interest at the rate of the lesser of (i) eighteen percent (18%) per annum or (ii) the highest amount allowed under applicable law. Where upfront payment is required, Bigbelly further reserves the right to withhold shipment of the Products and delay performance of the Services until full payment is made. Any failure by Bigbelly to provide an invoice in a timely manner shall not affect Customer's obligation to make payments. (c) Upon reasonable request by Bigbelly, Customer shall provide evidence of its financial capacity and such other information as Bigbelly reasonably requests to determine credit status or credits limits. (d) Customer shall provide notice within five (5) business days of the occurrence of any event which materially affects Customer's ability to perform its obligations under this Agreement.
4. **SHIPPING AND DELIVERY.** Unless otherwise specified and agreed in an Order, Products and Services will be delivered FOB Origin (Bigbelly's manufacturing facility) and will be shipped to Customer at the address provided via carriers selected by Bigbelly at the Customer's expense. The Parties shall mutually agree on any applicable delivery requirements for all Products and Services specified on an applicable Quotation before such Order will be processed. If no delivery requirements are otherwise specified and agreed, Bigbelly shall process any Order upon receipt of the signed Agreement and Customer's fulfillment of any other order processing requirements set forth by Bigbelly in its sole discretion.
5. **INSPECTION AND ACCEPTANCE.** Customer shall promptly inspect the Products and Services upon delivery or completion. In the event Products or Services are received damaged, defective or not to specification, Customer shall provide Bigbelly with prompt notice of the alleged deficiencies in the Products or performance of Services under the Quotation or this Agreement and Bigbelly shall have a reasonable opportunity to cure any such alleged non-conformance.
6. **SOFTWARE LICENSE.** Customer's use of the software provided as a Product and Service ("Software") is subject to the CLEAN Software License Agreement that accompanies delivery of the Software. All applicable terms, provisions and agreements set forth in the CLEAN Software License Agreement are hereby incorporated herein by reference with the same force and effect as though fully set forth herein. To the extent that the terms set forth in this Agreement are inconsistent with the terms of the CLEAN Software License Agreement, the terms set forth herein shall apply.
7. **WARRANTY.** Bigbelly warrants the Products and Services provided pursuant to a Quotation and this Agreement against manufacturer defects or defects in workmanship, under normal use and service, subject to the exclusions, limitations and conditions set forth in the Bigbelly Standard Limited Warranty.
8. **BREACH.** In addition to all other rights to which a party is entitled under this Agreement, if either party breaches any term of the Quotation or this Agreement, the non-breaching party shall have the right to: (a) terminate the Quotation immediately upon written notice to the other party; and (b) seek to obtain injunctive relief to prevent such breach or to otherwise enforce the terms of this Agreement. Failure to properly demand compliance or performance of any term of the Quotation or this Agreement shall not constitute a waiver of Bigbelly's rights hereunder and prior to any claim for damages being made for non-conformance or breach, Customer shall provide Bigbelly with prompt notice of any alleged deficiencies in the Products or performance of Services under the Quotation or this Agreement and Bigbelly shall have a reasonable opportunity to cure any such alleged non-conformance or breach.
9. **LIMITATION OF LIABILITY.** IN NO EVENT SHALL BIGBELLY BE LIABLE HEREUNDER FOR INCIDENTAL, SPECIAL, INDIRECT, CONSEQUENTIAL, OR PUNITIVE DAMAGES EVEN IF ADVISED IN ADVANCE OF THE POSSIBILITY FOR SUCH DAMAGES. BIGBELLY'S MAXIMUM AGGREGATE LIABILITY FOR DAMAGES UNDER THIS AGREEMENT AND ANY QUOTATION SHALL BE LIMITED TO THE TOTAL FEES PAID BY CUSTOMER UNDER THE QUOTATION UPON WHICH A CLAIM IS BASED.
10. **INDEMNIFICATION.** Each party, as Indemnitor, shall indemnify, defend and hold harmless the other party, as Indemnitee, its officers, directors, employees, agents, subsidiaries, and other affiliates from and against any and all claims, damages, liabilities, and expenses (including attorney fees) arising from any third-party claim based on Indemnitor's (or its agent's) breach of any representation, warranty, covenant, agreement, or obligation under the Quotation or this Agreement, or Indemnitor's (or its agent's) grossly negligent and/or willful acts or omissions in carrying out its obligations under the Quotation or the Agreement; provided that in no event shall Bigbelly be responsible for any claims arising out of its compliance with instructions, requirements, or specifications provided by or required by Customer (including the use of information, artwork, logos, and/or trademarks provided by Customer). Neither party will be responsible for indemnifying another party hereto where the basis of the indemnity claim arises out of such other party's own negligence or willful misconduct.
11. **CUSTOMER MATERIALS AND DATA.** (a) Customer represents and warrants that any matter it furnishes for the Products or performance of the Services by Bigbelly does not infringe any copyright or trademark or other intellectual property rights of any third party nor does it otherwise violate any laws or infringe the rights of any third party. (b) Customer warrants that it has the right to use, and to have Bigbelly use on behalf of Customer, any data provided to Bigbelly by Customer, including specifically customer names, identifying information, addresses and other contact information and related personal information.
12. **INTELLECTUAL PROPERTY.** Any and all inventions, discoveries, patents, copyrights, trademarks and trade names, commercial symbols, trade secrets, know-how, work product and information or other intellectual property embodying proprietary data existing and owned by Bigbelly as of the date of the Quotation, or made or conceived by employees, consultants, representatives or agents of Bigbelly during the term of this Agreement, shall be and remain at all times the sole and exclusive property of Bigbelly. Customer will obtain no rights thereto other than the limited rights set forth in this Agreement. Without limiting the generality of the foregoing, the parties agree that Bigbelly will own all Software, including all modifications, upgrades and enhancements thereto made during the term of this Agreement.
13. **FORCE MAJEURE.** Any delay or failure of either party to perform its obligations (other than Customer's payment obligation) shall be excused if such failure is caused by an extraordinary event or occurrence beyond the control of the nonperforming party, such as acts of God, fires, floods, windstorms, explosions, natural disasters, wars and sabotage. Each party shall promptly notify the other of the reason for the delay and use its best efforts in curing such cause and shall take all action practicable to minimize the adverse impact of the delay on the other party.
14. **GOVERNING LAW.** Each Quotation and this Agreement shall be governed and construed and enforced in accordance with the laws of the Commonwealth of Massachusetts, without reference to its conflicts of law principles. The Parties further agree (i) that any dispute, controversy or claim arising out of or related to this Agreement shall be brought and settled in the state or federal courts located in Boston, Massachusetts; (ii) to irrevocably submit to the exclusive jurisdiction of any such court; and (iii) to waive any right to a jury trial in any litigation arising out of or related to this Agreement.
15. **COMPLIANCE.** Each party shall comply with all state, federal and local laws and regulations applicable to its performance hereunder.
16. **ASSIGNMENT.** Customer may not assign its rights or obligations under this Agreement without the prior written consent of Bigbelly. Pursuant to a valid assignment, the terms and conditions of this Agreement shall inure to the benefit of and be binding upon the respective successors and assigns of the Parties.
17. **AMENDMENT AND WAIVER.** This Agreement shall not be amended or modified in any way except by a subsequent written agreement signed by authorized persons of both Parties. Any amendment or waiver effected in accordance with this section shall be binding upon the Parties and their respective successors and assigns. The waiver by a Party of any breach by the other Party will not operate or be interpreted as a waiver of any other or subsequent breach, nor shall the failure or delay in exercising any right or seeking any remedy hereunder operate as a waiver thereof.
18. **SEVERABILITY.** If any provision of this Agreement is determined by any court of competent jurisdiction to be invalid or unenforceable, in whole or in part, such provision shall be interpreted to the maximum extent to which it is valid and enforceable, and the remaining provisions of this Agreement shall continue in full force and effect and not be affected thereby.
19. **SURVIVAL.** In the event any provision of the Quotation or this Agreement is held by a tribunal of competent jurisdiction to be contrary to the law, the remaining provisions of the Order or this Agreement will remain in full force and effect. All sections herein relating to payment, ownership, confidentiality, indemnification and duties of defense, representations and warranties, waiver, waiver of jury trial and provisions which by their terms extend beyond the Term shall survive the termination of the Order and this Agreement.
20. **NOTICE.** Any notice required to be delivered pursuant to this Agreement shall be deemed given when personally delivered to recipient thereof or mailed by registered mail or certified mail, return receipt requested, to the addresses on the Quotation or to such address as either party may designate in the future.
21. **ENTIRE AGREEMENT.** Each Quotation, together with this Agreement including the Attachments, constitute the entire agreement between the Parties regarding the subject matter hereof and merges and supersedes all prior agreements, oral and written, understandings, commitments and writings. Any Order, purchase order or other ordering or acceptance document issued by Customer is for administrative purposes only and does not form part of this Agreement or amend the terms hereof. In the event of any ambiguity or conflict between any of the terms and conditions contained in this Agreement and the terms and conditions contained in an Order, the terms and conditions of this Agreement shall control. The Quotation or this Agreement may not be amended, supplemented, changed, or modified, except by agreement in writing signed by the parties to be bound thereby.
22. **COUNTERPARTS.** This Agreement may be executed in counterparts, each of which shall be deemed an original and together shall constitute one instrument.

ATTACHMENT A

ADDITIONAL TERMS FOR ON-SITE SERVICES

In the event Bigbelly or its authorized service provides must come on-site to Customer's property in order to perform certain services as part of the Products or Services, the Parties agree that the following terms and conditions shall also apply, as applicable.

For purposes of this Attachment A, the 'Agreement' shall mean the Terms and Conditions of Sale executed between the Parties to which this Attachment A is affixed. The meaning of capitalized and undefined terms appearing herein shall be as set forth in the Agreement unless otherwise indicated. In the event of a conflict between this Attachment A and the Agreement, the terms and conditions of this Attachment A shall prevail solely with respect to the subject matter herein. The terms and conditions of this Attachment A are hereby incorporated into the Agreement by reference.

- 1. INFORMATION AND ACCESS.** Customer agrees that Bigbelly's ability perform the Services under the Agreement in a timely manner is dependent upon access to Customer's installation information and locations. Deadlines imposed by the Agreement shall be extended in the event that Customer fails to provide such information and/or access to Bigbelly in a timely manner.
- 2. SITE PREPARATION.** Customer agrees to provide a poured concrete pad if the intended installation surface does not meet Bigbelly's specifications. If Customer's installation surface does not meet such specifications, any additional cost associated with Bigbelly's efforts to properly prepare the surface will be at Customer's expense. It is the Customer's responsibility to remove, at Customer's expense, existing bins or any other items from the locations where Bigbelly stations will be installed.
- 3. INSTALLATION.** Bigbelly will install the equipment at mutually agreed upon locations, including semi-permanent attachment to the ground. Installation will be in accordance with the delivery and installation schedule agreed to by the Parties prior to commencement of the Services.
- 4. INSURANCE.** Bigbelly shall maintain, during its performance of the Services provided hereunder, liability insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the Services hereunder by Bigbelly. Bigbelly shall furnish copies of such insurance policies upon request.

Charlevoix Downtown Development Authority

New Business

Title: 107 Bridge Park Drive Proposal

Date: January 22, 2024

Presented By: Lindsey Dotson, DDA Director

Background:

The following proposal was received on January 2nd from MLG Enterprises indicating interest in renting the space at 107 Bridge Park Drive, which has been vacant since November. The text below is pulled from the application form that was posted online with the listing:

Company Name: MLG Enterprise LLC

Contact Person: Marcel Gensler

Type of Business: Retail/Office

Years in Operation: 5+ years

Anticipated number of employees that will be hired at this location: 6–8 Employees

Please indicate anticipated hours/months of operation: 9 am-5 pm/Year round

Please summarize the long-term positive impact your business/project will have on downtown Charlevoix:

We are looking to partner with the DDA to improve a much-needed space in the downtown Charlevoix region. We are ambitiously looking to create a new modern and vibrant storefront that is appealing to multiple age demographics. Both visitors and locals alike. This will provide opportunities for people to shop, interact, and receive local land and lake knowledge about things to do and other ways to support local businesses.

Describe in detail the project scope:

We plan on opening a storefront, providing retail goods supporting outdoor and up North lifestyle products. As well as creating a headquarters (Via office) for MLG Enterprises, which includes Charlevoix Cycle Pub, Fresh Coast shuttles & brew bus, Charlevoix Adventure Co., and the storefront. Creating an atmosphere for meetings and office work and providing locals/visitors with a spot to interact with each other.

Please provide any other information you would like us to know about your business/project idea:

It would also provide the already established businesses (Charlevoix Cycle Pub, Fresh Coast Shuttles & Brew Bus, Charlevoix Adventure Co, and Rove Mobile Bar) a place to have employee engagement, regular meetings, and overall increased productivity, all while keeping this in downtown Charlevoix.

Can you explain how your business fits into these priorities and contributes to a more vibrant and sustainable Downtown Charlevoix?

We will be open year-round. Our combination of businesses has encouraged multi-modal transportation, both on land and water. We have also opened up multiple opportunities for people to enjoy beautiful Charlevoix from new and unique perspectives.

Will your business partner with any other existing business in the downtown?

Yes. We partner with Stich-n-lyds, J bird Provisions, Bridge Street Tap Room, John Cross Fisheries, Café Meria, and others.

Now that the space has been divided into separate parcels for the sake of property taxes, and since the DDA was responsible for paying 2023 property taxes, the total taxes for that parcel in 2023 were **\$2,879.61**.

The utility payments are being divided in a 75/25 split, and the average monthly utility bill for 107 was **\$122.28** in 2023.

Recommendation:

Board discussion and direction.

The Board could give the Executive Committee permission to negotiate with the prospective tenant during a special meeting.

Attachments:

None

Charlevoix Downtown Development Authority

New Business

Title: Bridge Park Building Maintenance Items

Date: January 22, 2024

Presented By: Lindsey Dotson, DDA Director

Background:

Several areas of the Bridge Park Building require some overdue maintenance and cosmetic improvements. I recently discussed with Public Works Superintendent Pat Elliot and this is the list of needs that could be attended to in the coming year:

- Replacement of urinals, toilets, and sinks in men's restroom
- Replacement of toilets and sinks in women's restroom
- Replacement of restroom dividers in women's restroom
- Replacement of the main lobby entrance door
- Replacement of missing tiles on the exterior of building
- Drywall repair and repainting of the lobby area

Most other aspects of the building seem to be in good working order at this time. The bathrooms have been struggling to handle the amount of use they see, especially during peak season. Discussions about the need for replacement have been ongoing since at least 2015 based on documentation I was able to find from a meeting memo outlining some similar issues that needed to be addressed back then.

Recommendation:

Motion to instruct the Building Committee to work with staff to come up with an improvement plan supported by estimated costs.

Attachments:

None

Charlevoix Downtown Development Authority

New Business

Title: Metered Parking Time Limit Discussion

Date: January 22, 2024

Presented By: Lindsey Dotson, DDA Director

Background:

During one of our monthly business owners meetings this past summer, it was requested that the DDA/City look into the possibility of increasing the current 2-hour parking limit at the metered parking spots to 3 hours to help accommodate patrons who are perhaps shopping and dining and might not be able to do both within the 2-hour time frame.

In speaking with City of Charlevoix Police Chief Jill McDonnel, this change would not create any issues for her department if it were to move forward.

The only expense involved would be the replacement of the approximately 13 2-hour parking signs within the downtown, which would cost less than \$400.

Additional considerations could include improved signage to mark the additional parking options available, as all lots are not equally marked currently, and a mix of signage could lead to confusion.

Recommendation:

Board discussion and direction.

Attachments:

None

Charlevoix Downtown Development Authority

New Business

Title: DDA Board Goals Review

Date: January 22, 2024

Presented By: Lindsey Dotson, DDA Director

Background:

I've attached an overview of the DDA's goals that have been the basis of our programming over the last several years along with a breakdown of what projects/services we currently provide within those goals. None of this information is new information, it's just presented in a way that is more pleasing to the eye than the former word doc that was being used until now.

As we talk about our budget and approach the eventual sunset of our TIF Plan (December 31, 2026) I wanted to provide this information to see if it spurred any discussion about making updates to our goals and/or our programming as we look ahead.

Recommendation:

Board discussion.

Attachments:

1. What's the Plan

What's the Plan?

Charlevoix DDA is results oriented with a multi-layered approach to economic sustainability



CHARLEVOIX
DOWNTOWN DEVELOPMENT AUTHORITY

Our Vision

Our Downtown captures the spirit of community and is a place to live, work, and play. We are an innovative waterfront downtown that is dedicated to year-round economic sustainability through economic development, community collaboration, and historic preservation.

Our 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.

Our Top Strategies

Strategy 1- Create the physical layout and amenities that demonstrate Charlevoix's commitment to year-round walkability and access to resources in the downtown.

Strategy 2- Develop a sustainable downtown that provides year-round economic opportunities to the greater Charlevoix community.

Strategy 3- Establish the foundation for a year-round economy by identifying opportunities to add year-round housing units to the downtown and encourage private investment utilizing local, state, and federal incentive programs.

Big Ideas

The **Downtown Housing Incentive** grant provides financial assistance to downtown building owners to better utilize their underperforming space to help address a major challenge in Charlevoix – housing. With more downtown housing, residents have more varied and viable living options, businesses have access to a greater workforce, and property owners have a more diverse and dependable income.

First Fridays is a winter promotion that takes place each month from January through April to add vibrancy and activity to help promote downtown Charlevoix as a year-round destination and to strengthen economic activity for our small businesses during the slower times of the year. With a Cocktail Trail, specials, freebies, and giveaways, it gives locals in the area something to do and boosts traffic to the **81% of businesses that stay open year-round.**

Committees

JR DDA

ECONOMIC VITALITY

PLACEMAKING

PROMOTION

Action-Oriented Work Plans

Charlevoix DDA is dedicated to maintaining and enhancing the vitality of our downtown.

Our Top Strategies

STRATEGY

Walkability & Accessibility

Create the physical layout and amenities that demonstrate Charlevoix's commitment to year-round walkability and access to resources in the downtown.

STRATEGY

Environmental & Economic Sustainability

Develop a sustainable downtown that provides year-round economic opportunities to the greater Charlevoix community.

STRATEGY

Downtown Housing

Establish the foundation for a year-round economy by identifying opportunities to add year-round housing units to the downtown and encourage private investment utilizing local, state, and federal incentive programs.

PLACEMAKING

- Hoop Skirt Alley
- Financial support of Mason Street and Van Pelt Alley projects
- SBEI – Bridge Street Study
- Winter sledding in East Park
- Public restrooms

PLACEMAKING

- Big Belly self-compacting recycling units
- Waste removal system improvements
- Self watering planter boxes in Hoop Skirt Alley

PLACEMAKING

- Visual preferences survey
- Design assistance through MEDC
- Design Standards for Rehabilitation of Historic Buildings in National Register Historic District

PROMOTIONS

- Downtown tree lights
- Business Directory/Maps
- Selfie Snowflake

PROMOTIONS

- Recycling at Summer Concerts
- Cooperative Advertising Campaign
- Downtown Dollars Gift Cards
- Gift Local Holiday Shopping Contest
- First Fridays Promotion

PROMOTIONS

- Available space promotion
- Lifestyle promotion and storytelling through various digital media outlets

ECONOMIC

- Alleyway Improvement Grant

ECONOMIC

- Facilitate technical assistance through Initiate and/or SBDC.
- Grants for expansion or start-ups (Match on Main, Optimize Main Street, Elevate)

ECONOMIC

- Downtown Housing Incentive/Deed Restriction Program
- RRC Redevelopment Site Engagement
- Property owner assistance with grants and incentives

OUTREACH

- TIF Plan Renewal
- Continue to engage with Planning & Zoning staff
- Continue to coordinate efforts with Public Works Department

OUTREACH

- Business Training/Education
- Market analysis to assist with product expansion + understanding consumer behavior
- Business Owner meetings

OUTREACH

- Public survey re: housing
- Policy updates in the CBD
- Continue to engage with Housing North and Chamber of Commerce

Charlevoix Downtown Development Authority

New Business

Title: 2024-2025 DDA Budget

Date: January 22, 2024

Presented By: Lindsey Dotson, DDA Director

Background:

The attached spreadsheet is a slightly revamped version of the DDA Budget that the Board has been working with for the last few years, originally created by Chair Owens to have something easier to digest for members of the Board.

Overall, this current budget year is projected to end on a high note thanks to the surplus in revenue above what we had anticipated. While expenses were slightly higher than budgeted, our overall projected deficit of just over \$20,000 is half of what had been budgeted for. This also includes our contributions to the Mason Street and Van Pelt Alley projects.

For the coming budget year, our projected revenue is higher than our currently projected expenses for the first time in seven years. Considering that we will have approximately \$57,000 remaining in addition to our Fund Balance of \$277,778, our list of potential ways to spend that money before our TIF Plan Renewal in 2026 remains at the bottom of the spreadsheet.

Some minor changes to this year's expenses include adding in small amounts of money dedicated to the Ladies' Night and First Fridays promotions - we have never had actual line item budgets for these promotions. Still, for the last 4+ years, the downtown businesses have insisted that the events are important to them. I've also broken out a few more specifics regarding some of the expenses affiliated with programs used for promotions, databases, marketing, etc.

Recommendation:

Motion to approve the 2024-2025 DDA Budget as presented.

Attachments:

1. Draft Obligation Budget Breakout Spreadsheet 2024-2025 - Newest since Work Session
2. 248 DDA 24-25 Budget as of 1-8-24

Category		Income	Expense	Net
TIF Plan				
	DDA Tax Levy	45900		
	Tax Capture/TIF	533000		
	Interest/Penalties & IFT/CFT Taxes	900		
	State Revenue - Personal Property Tax Loss	16100		
	Grants - other	5000		
	Interest earnings on cash & investments	1000		
	Interest earnings on leases	11000		
	Sunshine Charter Kiosk rental	1000		
	Bibco Lease Income	42500		
	J. Bird Lease Income	8700		
	107 Bridge Park Dr Space (vacant)		1100	
	Wages / ICMA		59600	
	Fringe Benefits		42000	
	Operating Supplies		9700	
	Interactive Water Feature Maintenance		6000	
	Library Contribution		30000	
	Legal Fees		500	
	Telephone		3100	
	Insurance		2600	
	Tech Support @ City Hall		750	
	Downtown Restroom Cleaning		24000	
	Downtown Tree Lights		5000	
	Bridge Park Bldg/Clean/Maint		31300	
	Boiler Inspection 1300			
	30000			
	Light Install + Window Cleaning		1400	
	Bill's Farm Mkt - Holiday Décor		3157	
	BIBCo Tax Capture Refund		6000	
	Marina Fund contribution		339000	
		665100	565207	99893
Other				
	Chamber Agreement		7500	
	Cooperative Ad Campaign	5000	5000	
	Marketing/Promo		18847	
	Sponsor Events \$10,000			
	Dwntwn Maps \$5347			
	Venetian \$2500			
	Digital Ads \$1000	62		
	Jr.DDA			
	Concert Series	5000	13000	
	Sound Tech \$5500			
	Musicians \$7100			
	Promo \$400			

	Promotion & Communications		5770	
	Gift Local Campaign \$1700			
	Ladies Night \$500			
	Direct. & Kiosk \$ 1230			
	First Fridays \$1000			
	Constant Contact \$462			
	Graphic Design Software \$120			
	Website Hosting and Domain \$410			
	Munibit (business directory) \$348			
	Placemaking Committee			
	National Register District Signage		1000	
	Director Professional Development		2000	
	Contributions/Miscellaneous	1000	600	
		11062	53717	(42655)
		0	0	0
	Total Income	676162		
	Total Expenses		618924	
	Net Net			57238

		Funds	Expenses	
	Fund Balance	277778		
Future Commitments				
	Holiday Lighting		7500	
	TIF Plan Renewal Assistance		10000	
	Library Contribution (remainder)		58500	
	Chamber		15000	
	Housing Incentive		50000	136778
Unsigned Options				
	Alleyway Grant		5000	
	Modular Restroom			
	Big Belly Trash Systems (5)		49139	
	Bridge Park Building Improvements			
	Waste Removal Solutions			
	Wayfinding Signage			
		277778	195139	82639

**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 - LONG RD DISTILL	(2,100)	-	-	-
RENTS & ROYALTIES - BRIDGE PARK	19,248	16,800	16,800	16,500
MISCELLANEOUS & IWF REIMBURSEMENT	(800)	14,300	14,300	14,300
CONTRIBUTION - OTHER SOURCES	1,980	-	2,000	2,000
CONTRIBUTION - TREE LIGHTS	232	-	-	-
CONTRIBUTION - MAIN STREET	-	-	66	-
CONTRIBUTION - PERFORMANCE PAVILION	2,942	6,000	6,000	6,000
TOTAL REVENUES	\$ 635,603	\$ 651,100	\$ 719,213	\$ 695,200

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	20,000
PROMOTION COMMITTEE EXPENSES	9,700	9,000	11,690	12,300
ORGANIZATION COMMITTEE	-	700	700	700
BUSINESS RECRUITMENT/RETENTION	25,000	-	-	-
CONTRACTUAL SERVICES	36,129	36,000	62,950	36,000
DESIGN COMMITTEE	19,694	16,000	16,105	16,000
DESIGN CAPITAL 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	800	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	\$ 742,293	\$ 615,000

EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ 20,893	\$ (58,700)	\$ (23,080)	\$ 80,200
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YEAR END BALANCES				
FUND BALANCE / NET POSITION BEGINNING OF YEAR	2,857,501	3,195,701	2,878,394	2,855,313
CHANGE IN FUND BALANCE / NET POSITION	20,893	(58,700)	(23,080)	80,200
FUND BALANCE / NET POSITION	\$ 2,878,394	\$ 3,137,001	\$ 2,855,313	\$ 2,935,513
CASH & INVESTMENTS	\$ 300,859	\$ 232,955	\$ 277,778	\$ 357,978

* Note: Cash includes \$50,000 investment

DDA Revenue

DDA Revenue		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
Account #	Account Description					
248-000-403.000	CURRENT PROPERTY TAX LEVY	42,516	43,900	42,347	45,892	45,900
248-000-403.001	CURRENT PROPERTY TAX LEVY T/F	508,023	508,000	525,285	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	56	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	126	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	34,297	41,156	42,500
248-000-667.005	PROPERTY RENT-LONG RD DISTILL	(2,100)	-	-	-	-
248-000-667.006	PROPERTY RENT - BRIDGE PARK	19,248	16,800	10,954	16,800	16,500
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	-	1,993	2,000	2,000
248-000-674.004	CONTRIBUTIONS - MAIN STREET	-	-	66	66	-
248-000-677.000	MISCELLANEOUS	(800)	14,300	59	14,300	14,300
		\$ 635,603	\$ 651,100	\$ 654,364	\$ 719,213	\$ 695,200

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	\$ 42,347	\$ 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	\$ 525,285	\$ 532,974	\$ 533,000
2023-24 Est. Actual Detail	2023 Tax Capture					Total \$532,973.85
					Total	\$ 532,974
2024-25 Budget Detail	2024 Tax Capture					Total \$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	Estimate					Total
					Total	\$ -
2024-25 Budget Detail	Estimate					Total -
					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	New - CFT		Used Actuals			Total 800
					Total	\$ 800
2024-25 Budget Detail	New - CFT				2%	Total 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	\$ 56	\$ 100	\$ 100

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

2024-25 Budget Detail	Estimate			Total	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	Estimate			Total	
				Total	\$ -

2024-25 Budget Detail	Estimate			Total	
				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	248-000-667.002		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	\$ 34,297	\$ 41,156	\$ 42,500
2023-24 Est. Actual Detail	2022 Lease					Total 41,156
						Total 41,156
2024-25 Budget Detail	2023 Lease					Total 42,471
						Total (rounded) 42,500
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	\$ 10,954	\$ 16,800	\$ 16,500
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		725	12		8,700
	Idea Farm		650	12		7,800
						Total (rounded) 16,500
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

Est. Actual Detail	used Actuals?				2,000	
				Total	\$ 2,000	
2024-25 Budget Detail					Total	
					2,000	
				Total (rounded)	\$ 2,000	
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	\$ 59	\$ 14,300	\$ 14,300
2023-24 Est. Actual Detail					Total	
	Ad Campaign	Pavillion rentals should go to General Fund 101000646			14,300	
				Total	\$ 14,300	
2024-25 Budget Detail					Total	
	Ad Campaign	Pavillion rentals should go to General Fund 101000646			?? 14,300	
				Total (rounded)	\$ 14,300	

Account Number	248-728-702.001		Fund	248	
Account Name	WAGES (ICMA)		Activity	DDA	
Account Description	Deferred Comp 457 plan				
			2022-23 Actual	2023-24 Budget	2023-24 Year-To-Date
			\$ 4,796	\$ 5,400	\$ 3,872
			2023-24 Est. Actual	2024-25 Budget	
			\$ 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	248-728-719.000		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
			\$ 34,308	\$ 40,400	\$ 24,012
			2023-24 Est. Actual	2024-25 Budget	
			\$ 40,428	\$ 42,000	
2023-24 Est. Actual Detail	Total	%	Total		
	Full-Time	51,830	78%	40,428	
				Total	\$ 40,428
2024-25 Budget Detail	Total	%	Total		
	Full-Time	53,900	78%	42,042	
				Total (rounded)	\$ 42,000

Est. Actual Detail	estimate	Actuals higher than budget		1,520
			Total	\$ 1,520
2024-25 Budget Detail				Total
	estimate			500
			Total (rounded)	\$ 500

					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

New Business

Title: Closed Session: DDA Director's Annual Performance Review (MCL 15.268 (1a))

Date: January 22, 2024

Presented By: Lindsey Dotson, DDA Director

Background:

Honorable Mayor and DDA Board Members:

With my recent work anniversary, it became time for my annual performance evaluation. According to my right under the Open Meetings Act, I request this be held in Closed Session. Thank you.

Lindsey J. Dotson, MSARP
DDA Executive Director

Recommendation:

Motion to enter closed session to evaluate the DDA Director's performance under MCL 15.268, section 1a.

Attachments:

None