



**Agenda**  
**City of Charlevoix Downtown Development Authority Meeting**  
**Tuesday, January 7, 2025 - 5:30 PM**  
**Council Chambers, City Hall**

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- 1. Call to Order**
- 2. Pledge of Allegiance**
- 3. Roll Call**
- 4. Inquiry Regarding Conflicts of Interest**
- 5. Consent Agenda**
  - A. Minutes from October 28, 2024
- 6. Reports**
  - A. Director's Report
  
  - B. Chamber of Commerce Report  
Sarah Van Horn  
President- Charlevoix Area Chamber of Commerce
- 7. Old Business**
- 8. New Business**
  - A. Seasonal Rent Adjustment Request- 109 Bridge Park Drive  
Mark Heydlauff, City Manager
  - B. Match on Main Grant Applications  
Mark Heydlauff, City Manager
  - C. FY 2026 Budget  
Mark Heydlauff, City Manager
  - D. 2025 Meeting Dates  
Mark Heydlauff, City Manager
  - E. Election of Vice Chair  
Mark Heydlauff, City Manager
- 9. Public Comment**
- 10. Request for Future Agenda Items**
- 11. Board Comments**

## **12. Adjourn**

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