



Agenda
City of Charlevoix Downtown Development Authority Meeting
Tuesday, May 20, 2025 - 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 from February 24, 2025
- 6. Reports**
 - A. Public Information Meeting
Mark Heydlauff, City Manager
 - B. Director's Report
- 7. Old Business**
- 8. New Business**
 - A. Tree Light Replacement and Annual Maintenance
Mark Heydlauff, City Manager
- 9. Public Comment**
- 10. Request for Future Agenda Items**
- 11. Board Comments**
- 12. Adjourn**

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

Charlevoix Downtown Development Authority

Consent Agenda

Title: Minutes from February 24, 2025

Date: May 20, 2025

Presented By:

Background:

Recommendation:

Motion to approve the minutes as presented.

Attachments:

1. 2025.02.24 DDA DRAFT

City of Charlevoix
Downtown Development Authority Meeting Minutes
Monday, February 24, 2025 - 5:30 PM
Council Chambers, City Hall

1. Call to Order

The meeting was called to order at 5:30 p.m. by Chair Owens followed by the Pledge of Allegiance.

2. Pledge of Allegiance

3. Roll Call

Chair:	Maureen Owens
Members Present:	Sam Bingham, Mayor Lyle Gennett, Jessica Nagel, Anne Oosthuizen, Danielle Scheller
Members Absent:	Liam Dreyer, Paul Silva, Ron Way
Staff Present:	Mark Heydlauff, City Manager/DDA Executive Director

4. Inquiry Regarding Conflicts of Interest

5. Consent Agenda

Motion by Mayor Gennett, seconded by Member Scheller to approve the Consent Agenda as presented.

Motion carried by unanimous voice vote.

A. Minutes from January 7, 2025

6. Reports

A. Director's Report

Mark Heydlauff, City Manager

Director Heydlauff reported the City was beginning some tree trimming on the trees downtown in the next few days. City staff will also be out clearing catch basins due to the snow-melting conditions.

Chair Owens questioned the current status of the boiler replacement for the Bridge Park Building and Director Heydlauff stated he did confirm that there is heat in the building.

B. Downtown Business Owner Meeting

Director Heydlauff stated he attended the meeting last week, and he did speak with the Police Chief, and she is going to work with the staff at Park Mobile and research the settings and the apps that were discussed with the merchants.

Member Oosthuizen stated everyone appreciated both Director Heydlauff and Chair Owens attending the meeting. Ms. Oosthuizen stated the group discussed the 2 or 3-hour parking

concept that evolved into changing the amount of time a person can park into 15-minute intervals. The group planned a Merchant Walk for May 21 and chatted about First Friday.

Director Heydlauff stated the lot down by the Marina is already being treated as a 3-hour parking lot. Mr. Heydlauff stated that, from the City's perspective, it doesn't matter the length of the parking time and what he understood from the merchants is that they liked to see the cars turnover faster and the shorter the allowed parking time, the more cars that are going to turnover. If the merchants are concerned about that, then extending to 3 hours is fine, but they would see less turnover of cars.

Chair Owens welcomed Jessica Nagel (J-Bird Provisions' owner) to the DDA Board.

7. Old Business

8. New Business

A. Live on the Lake 2025

Kent Knorr, Recreation Director

Mark Heydlauff, City Manager

Kent Knorr, Recreation Director, stated he spoke with the City Manager, and they discussed the idea of having the concert series shift over to the Recreation Department. Mr. Knorr had put together some highlights of the program for the Board to review before the meeting. Mr. Knorr explained the reasoning behind the suggestion to shift the concert schedule to July 31–September 4.

Director Heydlauff stated as the Board considers this schedule it was important to think of a couple of key changes, including that the schedule has always focused on the peak season, putting the concert series on top of the busiest time of year, this proposal would stretch the season through Labor Day weekend.

Member Oosthuizen stated she liked the proposed changes, but she was a little uneasy about the late start of the series, so she felt that during the planning process they needed to think of ways to let the public know that the space is open to rent or possibly reach out to community groups that would schedule something for free such as the Boyne City Band or the City Band.

Motion by Member Bingham, seconded by Mayor Gennett to support the direction and proposal for the Recreation Department to move forward with the Live on the Lake Concert Series as presented by staff.

Motion carried by unanimous voice vote.

B. Revised MOU among the Chamber, Visit Charlevoix, and City of Charlevoix

Mark Heydlauff, City Manager

Director Heydlauff stated the Memorandum of Understanding (MOU) has been in effect for 5–6 years and has been revisited by the entities involved. A couple of updates were made to the MOU as projects or issues were completed and resolved, and the language was revised to reflect their common understanding of the organizations' work together.

Motion by Mayor Gennett, seconded by Member Scheller to approve the Memorandum of Understanding between the City of Charlevoix, Charlevoix Area Chamber of Commerce, Visit Charlevoix, and the Charlevoix Downtown Development Authority as presented and to authorize the Chair to sign the document.

Motion carried by unanimous voice vote.

C. Service Agreement between the City of Charlevoix and the DDA

Mark Heydlauff, City Manager

Director Heydlauff stated this was a proposed Service Agreement between the City and the DDA for his time and the administrative services that the City is delivering to the DDA. Mr. Heydlauff reviewed the methodology used to assess the cost of the services involved, which resulted in an annual fee of \$16,559.72 for administrative services. This fee does not include fees for the concert series oversight or actual expenses like legal notices, legal fees, or maintenance and repairs which the City may have staff able to perform in lieu of contracting outside staff.

Motion by Member Bingham, seconded by Member Oosthuizen to adopt the Service Agreement between the City of Charlevoix and the Charlevoix Downtown Development Authority as presented and authorize the Board Chair to sign the agreement.

Motion carried by unanimous voice vote.

9. Public Comment

10. Request for Future Agenda Items

11. Board Comments

Director Heydlauff stated he and Member Nagel discussed that since Member Nagel and her business are one of the DDA's tenants that her relationship to the Board as a tenant should still largely be constructed in their interactions from a tenant perspective. Mr. Heydlauff wanted the Board to know that he and Member Nagel discussed the issue and any potential for any conflicts of interest in the future.

Director Heydlauff stated their next Board meeting was scheduled for May, and he did not anticipate a need for something before then except for the prospect of the boiler replacement.

Motion by Mayor Gennett, seconded by Member Scheller to authorize the Executive Committee to act and approve boiler replacement items as they may arise at the Bridge Park Building.

Motion carried by unanimous voice vote.

12. Adjourn

Chair Owens adjourned the meeting at 6:11 p.m.

Sarah J. Dvoracek/fgm City Clerk

Maureen Owens Chair

Charlevoix Downtown Development Authority

Reports

Title: Public Information Meeting

Date: May 20, 2025

Presented By: Mark Heydlauff, City Manager

Background:

Michigan law requires we hold at least two annual and publicly advertised public information meetings where information is presented on the work of the DDA and the public is invited to ask questions. Documents are attached relative to this purpose. This also provides an opportunity to discuss our current budget.

Recommendation:

No action is needed.

Attachments:

1. Current Revenue vs. Expenditures
2. Public Notice of Informational Meeting for DDA 2025

REVENUE AND EXPENDITURE REPORT FOR CITY OF CHARLEVOIX

Balance As of 05/31/2025

GL Number	Description	25-26 Amended Budget	YTD Balance 05/31/2025	Activity For 05/31/2025	Available Balance 05/31/2025	% Bdgt Used
Fund: 248 DOWNTOWN DEVELOPMENT FUND						
Account Category: Revenues						
Department: 000						
248-000-403.000	CURRENT PROPERTY TAX LEVY	48,800.00	0.00	0.00	48,800.00	0.00
248-000-403.001	CURRENT PROPERTY TAX LEVY T/F	585,395.00	0.00	0.00	585,395.00	0.00
248-000-437.000	IFT/CFT TAXES	800.00	0.00	0.00	800.00	0.00
248-000-574.000	STATE REVENUE - OTHER	16,100.00	0.00	0.00	16,100.00	0.00
248-000-646.000	FARMERS MARKET SALES	0.00	100.00	0.00	(100.00)	100.00
248-000-665.000	INTEREST EARNINGS	1,000.00	78.58	0.00	921.42	7.86
248-000-665.002	INTEREST EARNINGS - LEASES	6,416.95	0.00	0.00	6,416.95	0.00
248-000-667.000	RENTS & ROYALTIES - SUNSHINE	1,000.00	0.00	0.00	1,000.00	0.00
248-000-667.002	PROPERTY RENT - BIBCO	37,414.13	10,957.77	3,652.59	26,456.36	29.29
248-000-667.006	PROPERTY RENT - BRIDGE PARK	23,879.00	5,572.47	2,163.66	18,306.53	23.34
248-000-674.002	CONTRIBUTIONS - CONCERTS	2,500.00	3,500.00	3,500.00	(1,000.00)	140.00
Total Dept 000		723,305.08	20,208.82	9,316.25	703,096.26	2.79
Revenues		723,305.08	20,208.82	9,316.25	703,096.26	2.79
Account Category: Expenditures						
Department: 728						
248-728-702.000	SALARIES & WAGES	0.00	118.03	0.00	(118.03)	100.00
248-728-719.000	EMPLOYEE FRINGE BENEFITS	0.00	15.93	0.00	(15.93)	100.00
248-728-740.000	OPERATING SUPPLIES	9,900.00	621.96	531.43	9,278.04	6.28
248-728-776.000	IWF MAINTENANCE	34,000.00	0.00	0.00	34,000.00	0.00
248-728-801.000	MARKETING & PROMOTIONAL SVCS	18,800.00	0.00	0.00	18,800.00	0.00
248-728-801.003	CONCERT SERIES	14,230.00	0.00	0.00	14,230.00	0.00
248-728-818.000	CONTRACTUAL SERVICES	81,059.72	1,081.25	1,016.75	79,978.47	1.33
248-728-818.002	DESIGN COMMITTEE	10,700.00	0.00	0.00	10,700.00	0.00
248-728-826.000	LEGAL FEES	500.00	0.00	0.00	500.00	0.00
248-728-830.000	INSURANCE & BONDS	3,400.00	0.00	0.00	3,400.00	0.00
248-728-853.000	TELEPHONE	1,500.00	63.04	16.10	1,436.96	4.20
248-728-860.000	CONFERENCE & TRAVEL	1,500.00	0.00	0.00	1,500.00	0.00
248-728-888.000	LIBRARY CONTRIBUTION	75,000.00	75,000.00	0.00	0.00	100.00
248-728-933.000	MAINTENANCE - BRIDGE PARK	48,500.00	1,926.31	1,197.08	46,573.69	3.97
248-728-962.000	MISCELLANEOUS	3,000.00	0.00	0.00	3,000.00	0.00
248-728-964.000	REFUNDS & REBATES	6,000.00	4,747.65	0.00	1,252.35	79.13
248-728-995.006	TRANSFER TO MARINA FUND-BOND	336,900.00	0.00	0.00	336,900.00	0.00
Total Dept 728		644,989.72	83,574.17	2,761.36	561,415.55	12.96
Expenditures		644,989.72	83,574.17	2,761.36	561,415.55	12.96
Fund 248 - DOWNTOWN DEVELOPMENT FUND:						
TOTAL REVENUES		723,305.08	20,208.82	9,316.25	703,096.26	2.79
TOTAL EXPENDITURES		644,989.72	83,574.17	2,761.36	561,415.55	12.96
NET OF REVENUES & EXPENDITURES:		78,315.36	(63,365.35)	6,554.89	141,680.71	



PUBLIC NOTICE

Please take notice that pursuant to Public Act 57 of 2018 the Charlevoix Downtown Development Authority Board will hold an Informational Meeting on:

**Tuesday, May 20, 2025 at 5:30 pm
at City Hall 210 State St. Charlevoix, MI 49720**

The Informational Meeting will take place at 5:30pm at the regular scheduled DDA meeting. The purpose of the meeting is to provide information on the activities of DDA and provide an opportunity for questions from the public.

This notice was posted more than 14 days in advance of the meeting on the City of Charlevoix's website and notice was provided to all taxing entities.

Please contact the clerk with any questions by calling (231) 547-3250, emailing clerk@charlevoixmi.gov, or visiting www.charlevoixmi.gov

Sarah J. Dvoracek, City Clerk

Charlevoix Downtown Development Authority

Reports

Title: Director's Report

Date: May 20, 2025

Presented By:

Background:

A. RAP Grant

In January, we applied for a Redevelopment and Placemaking Grant from MEDC. We learned last week this application was not successful. From this process, however, we have a clearer picture of what it will take to make needed and desired improvements in the area between Clinton and Park. I've asked the folks at Prein & Newhof to look at future funding opportunities that would advance this project. I know the Historical Society is still looking at funding solutions toward their goal of placing a mural behind the North Seas Gallery. I'll discuss this with them as their efforts proceed.

B. Live on the Lake/Jazz Festival

We received a grant for \$3,500 from the Charlevoix County Community Foundation that will jumpstart efforts at the Jazz Festival to close our 2025 season of concerts the weekend following Labor Day. Kent Knorr continues to work on details for bands and sponsors for this year's series.

C. Chamber of Commerce Report

The partnership seems to be going well as we progress through the year and work out roles and responsibilities. We appreciate the business owners, Annie, Eric and Nancy in particular, taking lead on business owner initiatives, feedback, and meetings. We have supported efforts through communications, business resources and important updates, marketing and promo material, and gathering info.

Something we'll want to discuss this summer, to prepare for fall and winter, is First Fridays and what those should look like moving forward. Just to put on the radar for future discussion topic. We look forward to helping bring the Merchant Walk back and joining those involved next week.

Recommendation:

Attachments:

None

Charlevoix Downtown Development Authority

New Business

Title: Tree Light Replacement and Annual Maintenance

Date: May 20, 2025

Presented By: Mark Heydlauff, City Manager

Background:

For many years, the DDA has maintained lights in the trees throughout downtown. Holiday Lighting has always been the vendor we use for this. The ownership has changed but the core folks who perform the work has remained consistent. This agreement would cover the next five years of work including replacement and annual maintenance on the trees. The price has increased since the last agreement five years ago. We can account for this in future budgets.

Recommendation:

Motion to approve the agreement with Faith Lawn and Property Maintenance Services for tree light replacement and annual maintenance as outlined in the proposal through 2028.

Attachments:

1. charlvoix 2025

ESTIMATE

Faith Lawn and Property Maintenance

PO Box 772
South Lyon, MI 48178
(248) 756-8915



To:
City of Charlevoix
210 State Street
Charlevoix , MI 49771

Estimate # 10743
Estimate Date 07/17/2024
Total Amount \$80,000.00

Item	Quantity	Price	Tax1	Tax2	Line Total
2025- North and south side holiday light replacement with new expandable light sets	1.0	\$20,000.00			\$20,000.00
2026- Replace lights on bridge street from bridge to clinton st. and replace lights on multi color tree. Replace with new expandable light sets.	1.0	\$20,000.00			\$20,000.00
2027- Replace lights on bridge street between Clinton and antrim st.	1.0	\$30,000.00			\$30,000.00
2028- replace lights on Antrim st. and park ave	1.0	\$10,000.00			\$10,000.00

Subtotal: \$80,000.00
Tax: \$0.00
Past Due Amount: \$0.00
Total Amount: \$80,000.00

Notes