

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