

**City of Charlevoix**  
**Downtown Development Authority Meeting Minutes**  
**Tuesday, May 20, 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, Paul Silva  
Members Absent: Liam Dreyer, Danielle Scheller, Ron Way  
Staff Present: Mark Heydlauff, City Manager/DDA Executive Director

**4. Inquiry Regarding Conflicts of Interest**

**5. Consent Agenda**

A. Minutes from February 24, 2025

Chair Owens stated that Julia Drost from the Charlevoix Public Library had a small presentation and the Board concurred to add the item to under reports section.

Chair Owens referenced the consent agenda and there were no questions or comments and no motion was made to approve the minutes.

**6. Reports**

A. Public Information Meeting

Mark Heydlauff, City Manager

Director Heydlauff stated Michigan law requires the DDA to hold at least two (2) 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. Mr. Heydlauff stated he included an updated budget report in the agenda packet. Mr. Heydlauff stated that the most sizable expenditure to date was the payment that was made to the library last month.

Chair Owens opened the item for public comment. None were heard.

B. Director's Report

There were no questions or comments on the Director's Report.

C. Charlevoix Public Library-Julia Drost, President

Julia Drost, President of the Charlevoix Public Library Board of Trustees, stated she is extending the Library's heartfelt thanks to the DDA for them fulfilling the pledge of support generously

made by the DDA. The DDA's cumulative contribution of \$600,000 has made a tremendous difference in our community, specifically the DDA's investment helped sustain the life of a beloved historic facility while also contributing toward its transformation into a library that strives to be an education beacon and cultural anchor for the community.

**7. Old Business**

**8. New Business**

**A. Tree Light Replacement and Annual Maintenance**

Mark Heydlauff, City Manager

Director Heydlauff stated the agreement before the Board reflects an update of what he believed was given to the Board five (5) years ago. Mr. Heydlauff stated the ownership has changed but the core staff who perform the work have remained consistent. The proposed agreement would cover the next five (5) years of work, including light replacement and annual maintenance on the trees.

Motion by Mayor Gennett, seconded by Member Nagel 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.

**Motion carried by unanimous voice vote.**

**9. Public Comment**

Tom Conlan referenced the DDA budget report and Director Heydlauff stated in his report he had indicated that the City's application for a grant for the desired improvements in the area between Clinton and Park Streets was not successful. Mr. Heydlauff explained some of the items included in the DDA budget and stated he was happy to meet with Mr. Conlan and answer any of his questions.

**10. Request for Future Agenda Items**

**11. Board Comments**

Member Oosthuizen questioned if anything was happening with the Live on the Lake concert series and the thoughts about sharing that project with the Parks Department. Director Heydlauff stated the DDA approved the agreement with the Recreation Department to manage that program going forward. The concert series starts on July 31st and wraps up the weekend after Labor Day.

**12. Adjourn**

Chair Owens adjourned the meeting at 5:42 p.m.

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Sarah J. Dvoracek/fgm      City Clerk

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Maureen Owens      Chair