



Agenda
City of Charlevoix Downtown Development Authority Meeting
Monday, January 26, 2026 - 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. Approval of Minutes**
 - A. November 24, 2025
- 6. Reports**
 - A. Executive Director's Report

 - B. Chamber Management Report
- 7. Old Business**
- 8. New Business**
 - A. Meeting Dates for 2026
Mark Heydlauff, City Manager
 - B. Boiler Replacement in Bridge Park Building
Mark Heydlauff, City Manager
 - C. Holiday Decorations
Mark Heydlauff, City Manager
 - D. Budget Review
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

Approval of Minutes

Title: November 24, 2025

Date: January 26, 2026

Presented By:

Background:

Recommendation:

Motion to approve the minutes as presented.

Attachments:

1. 2025.11.24 DDA DRAFT

City of Charlevoix
Downtown Development Authority Meeting Minutes
Monday, November 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, Annie Oosthuizen, Danielle Scheller

Members Absent: Paul Silva

Staff Present: Mark Heydlauff, City Manager/DDA Executive Director

4. Inquiry Regarding Conflicts of Interest

Member Nagel stated she is recusing herself from voting on items 8.C Bridge Park Drive Building Fire Alarm System Update and 8D. Rent Request—J. Bird Provisions.

5. Approval of Minutes

A. May 20, 2025

Motion by Member Bingham, seconded by Mayor Gennett to approve the minutes of the May 20, 2025 meeting as presented

Motion carried by unanimous voice vote.

6. Director's Report

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

Mr. Heydlauff stated that Members Ron Way and Liam Dreyer have both resigned from the DDA Board effective immediately.

A. Summer Update

B. Public Information Meeting

Mark Heydlauff, City Manager

Chair Owens stated the meeting was opened for any public comments or questions. Director Heydlauff stated that he had printed copies of the DDA's financials if needed. Mr. Heydlauff stated the DDA was in good financial condition given that the expenses have been cutback within the budget. The Board had allowed for some expectation of the grant that they had applied for Van Pelt Alley, but that project was not funded by the State, so there would no DDA expenses in the budget.

There were no members of the public present.

7. Old Business

8. New Business

A. Chamber Management Agreement

Mark Heydlauff, City Manager

Sarah Van Horn- President of the Charlevoix Area Chamber of Commerce

Director Heydlauff stated that last October the DDA Board entered into an agreement with the Charlevoix Chamber of Commerce to perform management services as outlined in the agreement. From a management perspective, Director Heydlauff stated the agreement had worked out well, and he had met with the Chamber President, Sarah Van Horn, to discuss some other changes, notably updating the websites associated with the DDA.

A brief discussion was held regarding not continuing with the First Friday events.

Motion by Member Oosthuizen, seconded by Member Nagel to permanently discontinue any efforts toward the First Friday events.

Motion carried by unanimous voice vote.

Discussion followed regarding various issues related to social media, downtown business owners' meetings, and the possibility of having a 3-year agreement rather than a 1-year agreement.

Motion by Mayor Gennett, seconded by Member Scheller to renew and extend the Management Agreement with the Charlevoix Area Chamber of Commerce effective November 1, 2025 through October 31, 2028.

Motion carried by unanimous voice vote.

B. Summer 2025 Feedback

Mark Heydlauff, City Manager

Director Heydlauff stated that this item was scheduled for the August meeting. Mr. Heydlauff stated that the Board had changed the Live on the Lake Series to start later in the summer and go through into the fall, and he questioned if there was any feedback from the Board. Member Nagel stated the August start date for the series worked well.

Director Heydlauff stated he and Kent Knorr, Recreation Director, discussed trying to tie the Beaver Island 3-day Irish Festival to the Live on the Lake Series, including the possibility of having one or two of their bands play on the Thursday night in the City band shell as well.

C. Bridge Park Drive Building Fire Alarm System Update

Mark Heydlauff, City Manager

Member Nagel stepped down from the dais.

Director Heydlauff described details of the sprinkler system deficiencies and repairs. Mr. Heydlauff stated that there were two (2) quotes before the Board that would bring the system up-to-date and make it compliant with all regulations of the Fire Code at a cost of just over \$21,000.

Motion by Mayor Gennett, seconded by Member Bingham to approve the quotes from Summit Fire Protection for (1) sprinkler system deficiency repairs in the amount of \$3,036.00 and (2) fire alarm system replacement in the amount of \$18,491.00, and to authorize the DDA Director to sign all necessary documents to proceed with the work.

Motion carried by unanimous voice vote.

D. Rent Request- J. Bird Provisions

Director Heydlauff stated that J.Bird Provisions has requested the Board consider an arrangement for seasonally adjusted rent in 2026, as was executed in 2025, which included lease payments at 50% of monthly rent during January, February and March and 150% of monthly rent in the months of June, July and August.

Motion by Member Bingham, seconded by Member Scheller to approve the Letter of Understanding as presented and to authorize the Board Chair to sign.

Motion carried by unanimous voice vote.

Member Nagel returned to the dais.

9. Public Comment

10. Request for Future Agenda Items

Chair Owens referenced the MDOT discussion that recently started around town. Director Heydlauff stated the survey that MDOT published was a follow-up to the 2021 Pedestrian Safety Review; they were looking for feedback on traffic and pedestrian safety through downtown Charlevoix.

Director Heydlauff stated there was a financial report required by the State that the City Treasurer recently completed on behalf of the DDA.

Director Heydlauff stated that the Board should give some thought to their meeting schedule for next year.

Motion by Mayor Gennett, seconded by Member Nagel to designate January 26, 2026, as the next meeting date.

Motion carried by unanimous voice vote.

Chair Owens questioned the occupancy of the downtown businesses. Director Heydlauff stated that one vacancy on Bridge Street was announced as another relocation of an off-Bridge Street business, and two other vacancies had a change in ownership and the Chamber reached out to them to offer assistance. The Mexican restaurant that has taken over My Grandmother's Table is hoping for an imminent opening within a couple of weeks. One other business owner had mentioned a possible expansion of their location into a vacant space.

11. Board Comments

12. Adjourn

Chair Owens adjourned the meeting at 6:20 p.m.

Sarah J. Dvoracek/fgm City Clerk

Maureen Owens Chair

Charlevoix Downtown Development Authority

Reports

Title: Executive Director's Report

Date: January 26, 2026

Presented By:

Background:

A. Special Events Policy

Over the past few months, City Council has been revising and updating our policies on special events and the requirements for special event holders. I've included the final policy for your background knowledge and information.

B. US 31 Traffic Survey

Chief McDonnell and I met virtually last week with MDOT staff in Gaylord who are reviewing the results of the recent survey they initiated on potential improvements to the traffic issues on US 31 in our downtown. They were pleased to have received over 400 responses and a significant amount of feedback from the public. Much of this aligned with the expectations they had for feedback though much of it is also contradictory (pedestrian perspective vs. driver, visitor vs. local, etc). Generally, survey respondents felt traffic issues are becoming worse over the years, jaywalking remains a problem, and many respondents noted festivals, events, and road closures as frustrations within the corridor. MDOT is continuing to refine plans for potential solutions and expects to hold some public event later in February or March to discuss the potential next steps.

C. Snowplowing Changes

We are working to modify our snowplowing plan for downtown to reflect the businesses who are open early in the morning by clearing those areas first. The method of clearing is the same but it's retiming when we do certain areas.

Recommendation:

Attachments:

1. City of Charlevoix Special Events Memo and Policy



Memorandum

TO: City of Charlevoix Event Organizers and Promoters
FROM: Mark L. Heydlauff, City Manager
RE: **City of Charlevoix Special Event Policy Update**
DATE: January 12, 2026

Over the past few months, City Council has been working through updates to our policies and practices on special events held in the City. Guided by our obligations to our residents for safety, fiscal responsibility and oversight of municipal concerns like parking and traffic flow, we have updated our policy to ensure events are well-organized and that all parties are well-prepared. We recognize that many residents and visitors find joy and satisfaction in special events occurring in our community but that many residents also must continue on with their daily life and work.

To this end, we strive to provide greater predictability for residents and commuters affected by traffic changes, more detailed planning for communication, and control of ever rising costs to the City of Charlevoix for in-kind assistance to special events. In 2025, Charlevoix taxpayers covered roughly \$140,000 in support for various events in our community. Below are key changes you'll need to plan for if you intend to seek approval for an event in Charlevoix going forward:

- All events will require approval by City Council. You must receive approval not less than 90 days before your planned event. It is the responsibility of event organizers to comply with the planning requirement early enough so that this timeline may be achieved. Do not delay planning and coordination with us.
- For events where the in-kind cost to the City exceeds \$500, as indicated in the included table from 2025, event organizers will pay the estimated 2026 cost to the City at the time of application. Failure to do so will automatically cancel your ability to hold the event.
- Advertising or advancing sign-ups for an event before approval has not been permitted previously and continues to be prohibited. You must receive full, written approval from City Council before promoting your event or activity.
- Planning for emergencies, communication, and event support needs must be clearly communicated at the time of application.

Events bring value for residents and businesses but it is essential they are well-organized and thoughtfully planned. When severe weather or unexpected emergencies arise, pre-planning for various scenarios is critical. The privilege of holding an event on public property requires close coordination between planners and City staff to make the outcome one everyone can enjoy and support.

As in the past, Liz Bachmann at our Public Services Facility will continue as the point-person for coordinating your event needs and requests. We know there will be a learning curve as we work through these new processes and expectations but the outcome will yield continued success for both events and those who enjoy them alike. Included, please find the full special event policy. It is your obligation to respond in your request for approval to the items requested on the application. We will happily work with you to ensure satisfactory completion for eventual presentation to City Council for approval.



City of Charlevoix Special Event Policy

Purpose

Charlevoix parks, open spaces, alleys, walkways, streets, and recreation areas exist, primarily, for the benefit and enjoyment of the residents who live in this City. These resources were built by the taxpayers of this City, the generosity of donors, and resources of the State of Michigan to bring positive outdoor experiences to connect with the recreational assets, commerce, and natural beauty of our community. Special events should be limited in number, organized in form, and compatible with the community. Special events, when planned on public property, should supplement the enjoyment of our community rather than supplant the free enjoyment of public space. This policy is intended to regulate time, manner, and place of events but not the content of an event.

Recognition of Events of Historic and Cultural Significance to Charlevoix

As Charlevoix has grown and evolved over the years, there are special events that have come to be synonymous with Charlevoix and serve as local markers of the seasons; these events also serve as regional and national draws for visitors.

Charlevoix Venetian Festival

The Venetian Festival's eight day run in late July is Charlevoix's oldest and most well-known special event. It exists for the purpose of drawing families and friends together and celebrating summer life in Charlevoix and the surrounding area. Having begun in 1930, this event has a lasting impact on the character of summer life in Charlevoix. The festival is assumed to always occur the third full week of July and this event shall have scheduling precedent.

Charlevoix Waterfront Art Fair

Begun in 1958, this one-day festival is consistently ranked among America's best art shows. The Waterfront Art Fair is sponsored by the Charlevoix Council for the Arts who uses the proceeds derived from the annual show to support the arts in our community. Waterfront Art Fair is held the second full weekend of August and it shall have scheduling priority over all other events and activities.

Charlevoix's Apple Fest

Founded in 1978 as a collaboration with area apple vendors and downtown merchants, the Apple Festival is operated by the Charlevoix Area Chamber of Commerce and is viewed by many as the "end of the season" in Charlevoix. Combining crafters, apple vendors, and local food booths, the festival is the prime fall attraction in downtown Charlevoix utilizing East Park, Bridge Park and other portions of the downtown. Apple Festival is held the second full weekend of October and shall have scheduling precedent above all others in downtown.

Definition of events

Community Events

Community events are unique in that they include any event sponsored and fully managed by the City of Charlevoix or one of its entities. Community events may also include events sponsored by Charlevoix Public Schools or other community entities for which the event exists as a broad gathering for members of the community for which fundraising or commerce is not the intent and for which entry is open to all persons regardless of affiliation. Community events shall expressly include the Charlevoix Farmers Market(s) operated by the City; summer concert or entertainment series operated by the Charlevoix DDA; Charlevoix High School homecoming festivities; and holiday-themed events (including the Easter Egg Hunt and the Holiday Tree Lighting). Costs to the City for these events shall not exceed \$500 per event (excepting the cost for performers, technicians, and costs specifically budgeted for the creation of these events)

Event Spaces and Restrictions

All public spaces, parks, and areas of the City are unique and carry with them certain characteristics making them more or less fitting for a variety of activities. Small private events like weddings, memorials, graduation parties, receptions or other similar events may be permitted by staff in addition to those rules outlined below. Small private events like these should have minimal impact on a public space and allow for the free enjoyment of the public space by non-participants congruently with the small, private event.

City Council and City staff may place limitations on the size, scope, and manner of an event as indicated. Permission to hold an event is limited to the space and agreed standards for the event between the City and the event organizer.

East Park

East Park is the crown jewel of Charlevoix's public spaces. Its unique design connects the marina, downtown, and merchants together. It is anchored by the Odmark Performance Pavilion to the south and the marina office and trout pond at the north end. The undulating landscape of the park creates unique opportunities and challenges for using the space for different activities. All event requests for East Park will require City Council approval. No events will be held the weekend closest to Independence Day.

Bridge Park

Bridge Park consists of the open space roof above 103-111 Bridge Park Drive and the park area along the Pine River Channel between the ferry dock and US 31. It is suitable for small events and some smaller major events. Due to the park being situated on a roof, there are restrictions on the weight of vehicles and tent usage. All event requests for Bridge Park will require City Council approval. No events will be held the weekend closest to Independence Day.

Ferry Beach Park

Ferry Beach Park is a large community park with ample shoreline on Lake Charlevoix including amenities like the beach, swimming pier, and pavilions. There is ample parking and shaded areas for recreation. Small events and community events shall be permitted by staff on a space available basis; Venetian Festival shall have scheduling priority based on long-term dates.

Michigan Beach

Michigan Beach is Charlevoix's premiere public beach on Lake Michigan. It is suitable for small private events and as part of running/walking activities. It is defined as the parking lot east of the DNR State to the west inclusive of the playground, pavilion, beach, and parking areas to the Water Treatment Plant but below the bluff.

Depot Beach Park

Depot Beach is centered around the historic train depot and features a pavilion and beach on Lake Charlevoix. Council may permit one major event there each year.. Small events may be permitted by staff on a space-available basis.

Lake Michigan Beach Park

This natural park located along Park Avenue features walking areas and some parking. Aside from the parking areas, which may support other events, events centered in the park are only permitted on a case by case basis (excluding pedestrian races which may utilize the area).

Water Tower Park and Hoffman Park

These are small neighborhood parks along Park Avenue and the Pine River Channel. Neither is suitable for major events and small events may be permitted by staff on a space available basis.

Veterans Park

This is a small park downtown adjacent to East Park. Aside from Community events, there are no events permitted in this park aside from remembrances and patriotic memorials.

Other Public Spaces

Sometimes events or activities may be held in parking lots, alleys or similar spaces. Residents may also wish to have a block party to gather neighbors together. Straight-forward requests may be approved by staff or forwarded to City Council for review as staff may deem appropriate.

Mt. McSauba Recreation Area

The Mt. McSauba Recreation Area is primarily intended for the operation of winter sports activities including skiing, snowboarding, ice skating and snowshoeing along with summer day camp and disc golf. Some community events are held here but primarily the area is intended for the free enjoyment of the public. Major and small events will be considered on a case-by-case basis to the extent they are compatible with routine operations; such events shall require approval from City Council unless no City services are needed and the event does not demonstrably impact open public enjoyment

Event Approval Requirements

Event organizers must obtain City Council approval at least **90 days in advance** of the event. Event organizers should plan sufficient time for proposals to be approved on this timeline. Proposals must include:

- Event date(s), time(s), expected attendance
- Requested City services
- Maps and schematics with enough details to meaningfully convey use and assistance requests

Organizers must also provide:

- An **All Hazards Mitigation Plan** that addresses potential disruptions such as severe weather, medical emergencies, utility failures, and security incidents. This should include:
 - Evacuation and shelter procedures
 - Emergency communication methods
 - Coordination with first responders
 - Contingency plans for power, sanitation, and traffic
- Detailed plans for **City review and approval** covering:
 - Set-up and clean-up
 - Space closures
 - Security
 - Restrooms
 - Parking (for vendors and attendees)
 - Communication of event impacts to relevant neighborhoods (when required)

Fees and Expenses

With the exception of community events whose costs to the City are anticipated to be \$500 or less, all event holders shall pay the City the estimated cost of City services for a forthcoming event based on the staff estimate and approved by Council. Such costs shall include: traffic control devices and personnel; public services; and any other specialized costs pertaining directly to the event. The City shall determine the level of personnel and other services necessary for the good operation of an event. The payment of all fees in advance of an event is required for the event to be held. Event holders, with the consent of Council, may charge entry fees or tickets for events as they may stipulate in an event application.

Additionally, Council shall assess fees for things like blocked parking spaces, liquor license applications, or other unique requirements which may add burden to the City beyond the ordinary delivery of public services. Fees for downtown parking spaces will be consistent with those assessed for the blocking of spaces in the fee schedule. Other fees will be addressed as needed.

Solid Waste and Recycling

Events tend to create waste. Event holders are responsible for developing a solid waste and recycling plan for each event and delineating responsibility for the collection and disposal of waste. This plan should outline how the event organizers will manage solid waste, what steps will be used to encourage the use of recyclable material, and how waste will be collected and removed from the site. It is the goal of the City of Charlevoix to continually reduce the stream of unrecycled waste in the community; event organizers should work with vendors to use materials that can be recycled.

Senior Citizens and Inclusion for those with Disabilities

The City of Charlevoix desires to be a community accessible and welcoming of persons of all ages and abilities. To this end, organizers of special events shall provide a statement of their efforts to include senior citizens in the special event and discuss steps taken to ensure those with disabilities can freely enjoy the event.

Specific Rules and Procedures

The City Manager is authorized by City Council to develop or have developed other specific rules and regulations to apply to all events consistent with this policy. These additional rules and regulations may include but not be limited to: permits; procedures; insurance requirements; live music and noise rules; parking; and other such topics leading to orderly events.

When the scope of an event or activity requests permission for use of City property but requires substantial assistance or space outside of the City, the City will solicit feedback from other governmental entities to appropriately coordinate the full-scope of the event or the limitations which may be necessary. Approval by the City—even after such consultation—does not constitute an endorsement or support of non-City activities or absolve an event organizer of the need to seek approvals elsewhere as required.

Pedestrian races/running groups

The City shall create two designated routes suitable for road races and fun runs; these routes shall be designed so that it minimizes conflict with higher traveled roads and eliminates the need for special traffic control. Organizers wishing to hold this kind of event shall utilize these routes at their own risk. No routes shall cross US 31 or M66 except with the direct permission of City Council and MDOT.

Reporting and Assessment

Event organizers shall annually report their reasonable estimated return on the City's investment into their event by tracking such data points as: visitor counts; specific local economic impact; funds donated or spent in the City; and other such information as may be relevant. Additionally, event organizers should indicate the steps taken to reduce non-recycled waste, the efforts made to include persons with disabilities, and efforts to minimize traffic and parking congestion.

City staff are directed to track costs associated with all major special events and report the excess or deficiency of fees compared with the City's cost to support such events.

City Council shall review and modify this policy as needed each year in November based on the reporting, assessment, and feedback received.

Breach and Revocation

An event organizer who fails to adhere to the rules set forth for their event or who fails to fully reimburse the City for expenses as stipulated by this policy may face revocation of their right to organize an event under this policy. Announcing an event without prior written authorization may also be grounds for revocation.

Cancellation and Modification

The City shall always reserve the right to cancel and/or modify any approved event if event organizers fail to follow any of the above requirements and/or for health and safety reasons weather or other conditions may change. The City shall always take steps to preserve the health, safety, and security of the community above any consideration for a planned event or activity.

SUMMARY OF 2025 FESTIVALS

FESTIVAL	Date(s) of Event	Employee Wages	Fringe Benefits	Equipment Rental	Vendors Paid	Total
Bridge Drop		\$ 115.42	\$ 90.02	\$ 39.18	\$ -	\$ 244.62
Groundhog Shadowfest		\$ -	\$ -	\$ -	\$ -	\$ -
Dogman Challenge		\$ 113.92	\$ 88.86	\$ 28.49	\$ -	\$ 231.27
4 Ukraine 5k		\$ -	\$ -	\$ -	\$ -	\$ -
Easter Egg Hunt		\$ 169.01	\$ 131.83	\$ 28.49	\$ -	\$ 329.33
Breast Cancer Walk/Run		\$ 141.09	\$ 110.05	\$ 28.49	\$ -	\$ 279.63
Memorial Day Parade		\$ 141.09	\$ 110.05	\$ 28.49	\$ -	\$ 279.63
High School Graduation		\$ 143.78	\$ 112.15	\$ 28.49	\$ -	\$ 284.42
Trout Tournament		\$ 169.01	\$ 131.83	\$ 28.49	\$ -	\$ 329.33
Charlevoix Marathon		\$ 2,943.27	\$ 2,295.79	\$ 324.12	\$ -	\$ 5,563.18
Summer Art Show		\$ 1,588.07	\$ 1,238.69	\$ 204.81	\$ -	\$ 3,031.57
Boyne Thunder		\$ 2,631.93	\$ 1,947.68	\$ 422.07	\$ -	\$ 5,001.68
Annual Arts & Craft Show		\$ 1,037.92	\$ 809.58	\$ -	\$ -	\$ 1,847.50
Venetian		\$ 29,458.71	\$ 22,977.87	\$ 4,551.24	\$ 44,945.43	\$ 101,933.25
Dragon Boat Race		\$ -	\$ -	\$ -	\$ -	\$ -
Waterfront Art Fair		\$ 900.05	\$ 702.02	\$ 206.59	\$ -	\$ 1,808.66
Sidewalk Sales		\$ 1,735.97	\$ 1,354.09	\$ 1,477.87	\$ -	\$ 4,567.93
Homecoming Parade		\$ 212.17	\$ 165.50	\$ -	\$ -	\$ 377.67
Apple Festival		\$ 5,339.16	\$ 4,164.56	\$ 2,055.00	\$ 1,137.00	\$ 12,695.72
Holiday Parade		\$ 171.63	\$ 133.87	\$ 42.74	\$ -	\$ 348.24
GRAND TOTALS:		\$ 47,012.20	\$ 36,564.44	\$ 9,494.55	\$ 46,082.43	\$ 139,153.62

Charlevoix Downtown Development Authority

Reports

Title: Chamber Management Report

Date: January 26, 2026

Presented By:

Background:

Here are some highlights from the work the Chamber of Commerce has done on behalf of the DDA in the past couple of months:

Gift Local

- Almost the exact same number of tickets turned in this year as last year, 3700 (of 5000 available) = \$185,000+ in downtown spending!
- Winners were Charlevoix and Boyne City residents
- Advertising included radio (MacDonald Garber Broadcasting and Midwestern Broadcasting), print (Charlevoix County News), digital (Enewsletters, FB)

Storefront Movement and Vacancies

We've been in contact or reached out for contact with building owners to promote available properties or remove promotions when no longer needed.

Website

We've built a new website for Downtown activities housed on the Chamber website so that we can more easily update and manage it - Charlevoix.org/Downtown. We're in the process of redirecting DowntownCharlevoix.com, though its turning out to be much more technologically involved. We're working with Coveyou Computer Services to get the proper code in for a redirect, and will also rebuild the homepage of DowntownCharlevoix.com to offer a redirect button. We'll maintain access to DowntownCharlevoix.com should it ever want to be reactivated (domain ownership remains with the City).

Recommendation:

Attachments:

None

Charlevoix Downtown Development Authority

New Business

Title: Meeting Dates for 2026

Date: January 26, 2026

Presented By: Mark Heydlauff, City Manager

Background:

Per the Open Meetings Act, for regular meetings of a public body, there shall be posted within 10 days after the first meeting of the public body in each calendar or fiscal year a public notice stating the dates, times, and places of its regular meetings.

Here is a proposed schedule for 2026:

- January 26, 5:30pm
- April 27, 5:30pm (Public Information Meeting)
- August 24, 5:30pm
- October 26, 5:30pm (Public Information Meeting)

Please feel free to add meetings or modify times as you see fit.

Recommendation:

Motion to set meeting dates and times as the board wishes.

Attachments:

None

Charlevoix Downtown Development Authority

New Business

Title: Boiler Replacement in Bridge Park Building

Date: January 26, 2026

Presented By: Mark Heydlauff, City Manager

Background:

The Bridge Park Building has three boilers. One has not been working for sometime and all are at the end of their useful life having been installed when the building was constructed. You'll find a proposal from Ballard Plumbing and Heating to replace the inoperable boiler. They have included an alternate in the proposal for each additional boiler. We are confirming whether there is any downside to doing them all at once or if we should do one now and two in the coming months.

Recommendation:

Motion to accept the proposal from Ballard Plumbing and Heating in the amount of \$14,500.

Attachments:

1. Ballard boiler quote

Ballard's Plumbing and Heating
P.O.Box 259
2111 E Mitchell Road
Petoskey MI 49770
(231) 753-2110

14,339
+ 10%

\$15,772-

To: CITY OF CHARLEVOIX
210 STATE
CHARLEVOIX MI 49720-0550

Job No: 36397
Project: BEAVER ISLAND BOAT CO/CITY OF CHX - MECH
104 BRIDGE ST
CHARLEVOIX MI 49720

price to supply and install the following

- weil mclain gv90+6 nat gas boiler
- manual reset low water cut off
- manual reset high temp limit
- tekmar boiler stage control
- removal and disposal of the existing boiler
- water connections
- vent connections
- gas connection
- lockable power disconnect
- boiler emergency stop
- state and local permits

alt: add \$11,294.00 for each additional weil mclain gv boiler replacement with permits

Grand Totals:

14,339.00

All material is guaranteed to be as specified. All work to be completed in a professional manner according to standard practice. Any alterations or deviations from above specifications involving extra costs will be executed only upon written order, and will become an extra charge over and above this contract. All agreements contingent upon strikes, accidents, and delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by worker's compensation insurance. The receipt of Customer deposit will indicate an acceptance of the contract terms in full. Prices guaranteed if proposal is accepted within 30 days of date of Contractor's signature.

Payment to be made as follows: 50% Deposit Required

Acceptance:

Contractor's Signature _____

Owner's Signature: _____

Date

Date

The following disclosure is required by law. A residential builder or maintenance and alteration contractor is required to be licensed under article 24 of Act 299 of the Public Acts of 1980, as amended, being sections 339.2412 of the Michigan Compiled Laws. That an electrician be licensed under Act 217 of the Public Acts of 1956, as amended, being sections 338.881 to 338.892 of the Michigan Compiled Laws. That a plumber is required to be licensed under Act 226 of the Public Acts of 1929, as amended, being sections 3338.901 to 338.917 of the Michigan Compiled Laws.

Master Plumber License #: #8117469; Mechancial License #71- 16605; Boiler License#315927-3B 3

Charlevoix Downtown Development Authority

New Business

Title: Holiday Decorations

Date: January 26, 2026

Presented By: Mark Heydlauff, City Manager

Background:

Bill's Farm Market has long managed our Christmas decorations downtown. You can see on the enclosed correspondence that they are looking for direction on the future. Would you like to continue working with them or seek other options? From a staff perspective, they are responsive and handle this annually with little prodding or planning on our part and they also maintain the lights we purchase to place in the displays.

Recommendation:

Board discussion and direction.

Attachments:

1. Bill's Farm Market

BILL'S FARM MARKET

4450 E. Mitchell Road

Petoskey, MI 49770

Bill McMaster

231-881-0260

Jan 13 2025.

Dear Sir or Madam:

Enclosed is the invoice
for all Christmas Decorations
installed and Removal for 2025.
Also enclosed is the contract
Bid Sheet for the years
2023, 2024 and 2025.

Do you want us to do a
Bid Sheet for 2026 etc,
please call me.

Thank you,
Bill McMaster
cell 231-881-0260

January 23, 2023

To the Charlevoix DDA,

Below is my 2023, 2024, 2025 bid for wreaths, garland and lights installed on garland along with installation and removal of all items..

35 24 in. mixed green wreaths for light poles: \$973.25

34 14 ft. pieces of garland for the light poles, along with 4 14 ft. and 2 25 ft. pieces of garland for alleyways : \$715.20

Labor, travel, installation and removal: \$945.00

Installation and removal of lights: \$524.00

Total bid price: \$3,157.45

Bill McMaster

Bill's Farm Market

Cell: (231) 881-0261

Thank you again for the opportunity to bid on your Christmas decorations. Please call my cell phone again if you have any questions.

Charlevoix Downtown Development Authority

New Business

Title: Budget Review

Date: January 26, 2026

Presented By: Mark Heydlauff, City Manager

Background:

I've included budget recommendations as we close out the current fiscal year ending March 31, 2026 and prepare for the next fiscal year beginning April 1, 2027. Much of the expenses you see are related to the aging structures and improvements made over the years as we see the life cycle of equipment move forward.

For the Bridge Park Building, you have already approved approximately \$23,000 in repairs and improvements to the fire alarm and suppression systems. This is included in the current year. We are also recommending the replacement of a non-operable boiler for approximately \$15,000. This can be done as soon as you approve it. For the coming year, we recommend replacement of the two remaining boilers to fully update this part of the HVAC system in the building. You will also see a proposal to update and revise the water metering so that each tenant is billed exactly for their usage without mixed services and estimates to correctly assess utility costs; this change is for approximately \$7,200. I've included an additional amount of \$5,000 in the current year and \$10,000 in the upcoming year for other maintenance that may arise for the building beyond these items.

Elsewhere, I've included a proposal to redo the decorative brickwork in Bridge Park due to settling. This is a periodic need for bricks placed in walkways to avoid trip hazards. There are also funds included for re-caulking cement joints in the walkways around Bridge Park and East Park. Again this is a periodic need and reflects the age of these assets.

Funds are included to again conduct the Live on the Lake Series and also annual Sidewalk Sales. The City's new policy on special events requires event holders to reimburse the City for expenses tied to most special events. As the umbrella entity for sidewalk sales, this would fall to the DDA. Based on last year's cost, \$4,500 has been included to offset costs though this number could very easily fall based on continued refinement of practices. I have also included \$30,000 in the 2026-2027 year for costs for legal services to update the TIF; in the upcoming year, you'll be making the final debt service payment on the bonds used to fund the Marina and East Park projects.

The board might also consider any other projects you want to undertake in the coming year. You added Big Belly units last year. Would you wish to make another purchase of these? Should we look ahead to the alley improvements and bathroom construction around Van Pelt Alley that was not funded with the grant last year?

Finally, a word on revenue. The budget includes as it long has the levying of a separate tax on property within the district in addition to the revenue from the TIF. Certainly the TIF is generating enough revenue to cover current operations. The board could consider lowering or eliminating the levied additional tax. The property tax levy accounts for roughly \$50,000 of revenue; this change is not

included in this draft but you could make it if you choose.

Recommendation:

The board can direct edits to this proposal, adopt it as presented, or schedule a follow-up work session or meeting to review it further.

Attachments:

1. DDA Budget Report 26-27

**CITY OF CHARLEVOIX
DOWNTOWN DEVELOPMENT AUTHORITY FUND
BUDGET
26-27**

	24-25 Actual	25-26 Budget	25-26 Est. Actual	26-27 Budget
REVENUES				
CURRENT PROPERTY TAX LEVY	44,883	48,800	50,069	50,069
CURRENT PROPERTY TAX LEVY T/F	574,639	585,395	577,931	577,931
DELINQUENT TAXES - DDA	3,117	0	0	0
IFT/CFT TAXES	204	800	210	210
INTEREST & PENALTIES - DELINQ	218	0	75	75
STATE GRANTS	25,000	0	80	0
STATE REVENUE - OTHER	16,387	16,100	15,677	16,100
DDA - TAXABLE ITEMS	420	0	1,048	100
INTEREST EARNINGS	3,634	1,000	3,300	3,100
INTEREST EARNINGS - LEASES	8,547	6,417	6,417	4,070
RENTS & ROYALTIES - SUNSHINE	1,000	1,000	1,000	1,000
PROPERTY RENT - BIBCO	35,175	37,414	37,414	41,169
PROPERTY RENT - ROUND LAKE GR	1,325	0	0	0
PROPERTY RENT - LC BREWERS	421	0	0	0
PROPERTY RENT - BRIDGE PARK	19,836	23,879	24,113	24,660
CONTRIBUTIONS - CONCERTS	2,600	2,500	3,500	3,500
CONTRIBUTIONS - PRIVATE SOURCE	331	0	0	0
MISCELLANEOUS	68	0	110	0
TOTAL REVENUES	\$ 737,805	\$ 723,305	\$ 720,943	\$ 721,984
EXPENSES				
SALARIES & WAGES	22,268	0	0	0
WAGES (ICMA)	2,248	0	0	0
EMPLOYEE FRINGE BENEFITS	17,591	0	0	0
OPERATING SUPPLIES	14,645	9,900	9,900	10,000
IWF MAINTENANCE	14,359	34,000	21,000	34,000
MARKETING & PROMOTIONAL SVCS	32,720	18,800	17,800	17,800
CONCERT SERIES	15,036	14,230	20,760	21,110
CONTRACTUAL SERVICES	57,762	81,060	114,509	145,347
DESIGN COMMITTEE	12,405	10,700	0	0
LEGAL FEES	1,809	500	500	30,500
INSURANCE & BONDS	3,356	3,400	4,333	4,600
TELEPHONE	786	1,500	1,500	1,500
CONFERENCE & TRAVEL	1,540	1,500	750	1,750
LIBRARY CONTRIBUTION	110,000	75,000	75,000	0
MAINTENANCE - BRIDGE PARK	33,039	48,500	55,161	48,500
MISCELLANEOUS	59,064	3,000	500	500
MISCELLANEOUS - MAIN STREET	516	0	0	0
REFUNDS & REBATES	4,651	6,000	5,000	5,000
TRANSFER TO OTHER FUNDS	0	0	5,340	10,000
TRANSFER TO MARINA FUND-BOND	339,000	336,900	336,900	339,100
TOTAL EXPENSES	\$ 742,798	\$ 644,990	\$ 668,953	\$ 669,707
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ (4,993)	\$ 78,315	\$ 51,990	\$ 52,276
YEAR END BALANCES				
FUND BALANCE BEGINNING OF YEAR	294,233	289,240	289,240	341,231
NET CHANGE IN FUND BALANCE	(4,993)	78,315	51,990	52,276
FUND BALANCE	\$ 289,240	\$ 367,556	\$ 341,231	\$ 393,507
CASH & INVESTMENTS	\$ 368,695	\$ 447,010	\$ 420,685	\$ 472,962

* Note: Cash includes \$50,000 investment