

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