

City of Charlevoix
Downtown Development Authority Meeting Minutes
Monday, January 26, 2026 - 5:30 PM
Council Chambers, City Hall

1. Call to Order

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

2. Pledge of Allegiance

3. Roll Call

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

4. Inquiry Regarding Conflicts of Interest

5. Approval of Minutes

A. November 24, 2025

Motion by Member Nagel, seconded by Mayor Gennett to approve the minutes of the November 24, 2025 meeting as presented.

Motion carried by unanimous voice vote.

6. Reports

A. Executive Director's Report

Member Nagel questioned if MDOT had come to any conclusions about potential improvements to the traffic issues on US 31. Mr. Heydlauff stated that MDOT was continuing to look at potential changes to segregate movements as much as possible to negate the impact of competing traffic flows. The next phase will be a public meeting to be held either in late February or March.

There were no questions on the Special Event Policy Update.

B. Chamber Management Report

There was general discussion regarding the Gift Local Program.

7. Old Business

8. New Business

A. Meeting Dates for 2026

Mark Heydlauff, City Manager

Motion by Member Nagel, seconded by Member Scheller to set the meeting dates and times for 2026 as presented.

Motion carried by unanimous voice vote.

B. Boiler Replacement in Bridge Park Building

Mark Heydlauff, City Manager

Member Nagel recused herself from item 8B. Boiler Replacement in Bridge Park Building.

Director Heydlauff stated that the Bridge Park Building has three (3) boilers, all of which are at the end of their useful life, having been installed when the building was constructed and need to be replaced.

Motion by Member Scheller, seconded by Mayor Gennett to accept the proposal from Ballard Plumbing and Heating for all three (3) boiler replacements at a cost of total of \$39,000 in the current fiscal year.

Abstain: Nagel

Motion carried by unanimous voice vote.

Director Heydlauff stated the proposed budget for FY 2026/27 included a \$7,200 expense to update the water metering system so that each tenant can be billed exactly for their actual usage.

C. Holiday Decorations

Mark Heydlauff, City Manager

Director Heydlauff noted that Bill's Farm Market has historically managed the City's downtown Christmas decorations. Mr. Heydlauff added that the City's three-year agreement with the market expired after the most recent holiday season.

Motion by Mayor Gennett, seconded by Member Nagel to extend the contract for holiday decorations for three (3) more years with Bill's Farm Market.

Motion carried by unanimous voice vote.

D. Budget Review

Mark Heydlauff, City Manager

Vice Chair Oosthuizen stated that in the past the Board met for a visioning meeting to discuss the small projects that they could address with the DDA goals in mind. Director Heydlauff stated the budget had to be adopted in February by the City Council and if there were smaller projects, the Board could allocate a set amount of money in their budget for such projects.

Discussion followed regarding items needing more updating or refreshing, redoing the decorative brick pavers in Bridge Park, facade improvements to the Bridge Park Building, trees breaking through the rubber surface surrounding the base of the trees (potential cost \$30,000), and a refresh of Hoop Skirt Alley. Director Heydlauff stated that net revenue over expenses for next year was close to \$52,000 and the ending cash balance for FY 26/27 is estimated to be close to \$500,000.

Eric Huffman questioned if there was a formal assessment of what the DDA is responsible for and is there a list of repairs or improvements.

After discussion, the Board agreed to allocate an additional \$10,000 for exterior building improvements to the Bridge Park building together with the \$10,000 included in the proposed budget for other maintenance issues that may arise during the year. The Board concurred to add \$30,000 to the proposed budget for rubber surface and concrete repairs around the trees in the downtown area. After discussion, Director Heydlauff stated that there was \$22,000 in the proposed budget for the Bridge Park pavers, and the Board concurred to add \$10,000 for repairs or replacement of the brick pavers that run three feet from the curb along Bridge Street sidewalk.

Member Scheller questioned the status of the bathroom construction around Van Pelt Alley and Director Heydlauff stated that the item would be something to discuss as part of a future long-term priority discussion.

Director Heydlauff stated that the TIF is generating enough revenue to cover current operations (\$577,931), but the Board may want to consider lowering or eliminating the levied additional tax on property within the district, which generates approximately \$50,000 a year. After discussion, the Board concurred not to make any changes to the proposed tax on property within the district.

Motion by Member Nagel, seconded by Mayor Gennett to adopt the FY 2026/27 budget with the changes as discussed. Director Heydlauff stated that the Board was adopting a budget with total revenues of \$721,983 and expenditures of \$719,707 for FY 2026/27 as calculated. The budget numbers stated do not account for the shift in the boiler expense from the next year to the current year.

Motion carried by unanimous voice vote.

9. Public Comment

10. Request for Future Agenda Items

11. Board Comments

12. Adjourn

The meeting adjourned at 6:45 p.m.

Sarah J. Dvoracek/fgm City Clerk

Annie Oosthuizen Vice Chair