

City of Charlevoix  
**DOWNTOWN DEVELOPMENT AUTHORITY BOARD**

**Monday, November 23, 2009 @ 5:30 p.m.**

210 State Street, City Hall, City Council Chambers, Charlevoix, Michigan

**Minutes**

**A) CALL TO ORDER**

The meeting was called to order at 5:32 p.m. by Chairman Mason.

DDA Members Present: Dan Barron, Mayor Norman Carlson, Jr., Fred DiMartino, John Taylor and John Yaroach.

DDA Members Absent: Gina Whitney (excused) and Jeannine Wallace (excused)  
Staff: DDA Executive Director Keith Carey

**B) APPROVAL OF AGENDA**

The Board approved the agenda as presented.

**C) INQUIRY INTO POTENTIAL CONFLICTS OF INTEREST – None.**

**D) APPROVAL OF MINUTES**

1. October 26, 2009 DDA Meeting Minutes

Member Barron asked to amend second sentence in the tenth paragraph on page three to read:

“Originally, the building was to be preserved, but the lessee failed to step to the table and restore it.”

Motion made by Member Barron and seconded by Member DiMartino to approve the October 26, 2009 as amended. Motion was adopted by a unanimous voice vote.

**E) PUBLIC INPUT, NOT RELATED TO OTHER AGENDA ITEMS – None.**

**F) OLD BUSINESS**

1. Charlevoix Concert Series

Director Carey reviewed the concert series schedule with the Board. He has surveyed area hotels and determined that holding the concerts on Sunday evenings has not benefitted their business. Director Carey asked the Board to consider moving the concerts back to Thursday evenings and to have only one performer to minimize the performers and the sound technician costs. He has had conversations with the Charlevoix Area Convention & Visitors Bureau (CVB) and they have shown an interest in helping fund the concerts. Director Carey is also looking at scheduling several movies in the park during the summer months.

Board members Barron and Yaroach voiced support on partnering with the CVB.

Motion made by Member Yaroach and seconded by Member Barron to amend the schedule and format of the Charlevoix concert series by setting weekly performances for Thursday evenings and holding the

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concerts on Saturday evenings after Art Fair weekend and having only one performance per evening, unless extenuating circumstances suggest doing otherwise. Motion was adopted by a unanimous voice vote.

**G) NEW BUSINESS**

1. Fiscal Year 2010-11 Budget

Director Carey reviewed the 2010-11 budget with the Board. The City Treasurer is estimating a reduction in DDA revenues due to lower property values. The proposed budget is only \$45 more than the current budget. The Board reviewed the draft budget.

**H) EXECUTIVE DIRECTOR'S REPORT**

- Update on 108 Park Avenue

Director Carey reported that to date no one has approached him seeking information on the building. He has had conversations with a building mover, who estimates that it would cost approximately \$50,000 to relocate the house. A landscape architect has volunteered to create a design for the parking lot. The plan will be available in mid-December. The Board expressed a desire for the parking lot design to be eco-friendly. Staff is also making arrangements for a historic architect to look at the building and evaluate the structure.

Member Kirby excused at 6:10 p.m.

- Keweenaw Excursions lease of former USCG space in Bridge Park building

Director Carey reported that the office lease has been signed by Keweenaw Excursions.

Director Carey reported that the City Manager is asking the USCG to consider placing their new boat in Charlevoix. Funds to build the boat have been allocated in the US House of Representatives and are being considered by the US Senate

**I) MISCELLANEOUS BUSINESS**

Flurry Fest will be in the East Park on December 5<sup>th</sup> from 3:00 p.m. to 6:00 p.m. Children will have a visit from Santa, a free movie and reindeer.

Christmas tree lights are done. There is one tree that is not lit, but the contractor is evaluating the project.

**J) FUTURE AGENDA ITEMS**

**K) ADJOURNMENT**

Motion made by Member Yaroch and seconded by Member Barron to adjourn. Motion was adopted unanimously.

Meeting adjourned at 6:25 p.m.

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Hugh Mason, Chairman

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Linda Jo Weller, Recording Secretary

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Carol A. Ochs, City Clerk