

City of Charlevoix  
**DOWNTOWN DEVELOPMENT AUTHORITY**

210 State Street, City Hall - Second Floor Council Chambers  
**Monday, February 8, 2010 -- 5:30 p.m.**

**Minutes**

**A) CALL TO ORDER**

The meeting was called to order at 5:33 p.m. by Chairman Mason.

DDA Members Present: Dan Barron, Norman Carlson, Jr., Fred DiMartino, Kirby Dipert, Hugh Mason, Jeannine Wallace and Gina Whitney

DDA Members Absent: John Taylor and John Yaroch

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) NEW BUSINESS**

1. Downtown Development Authority 2010-11 Proposed Budget

The Board reviewed the proposed 2010-11 budget. The proposed budget reduces or eliminates the following items for the next fiscal year:

- Eliminates radio/television image advertising
- Eliminates sidewalk sales advertising
- Eliminates downtown corn stalks
- Reduces concert costs by \$3,000
- Reduces Flurry Fest expenses by \$1,000
- Reduces miscellaneous expenditures by \$3,750
- Eliminates \$30,000 contribution to Library
- Eliminates purchase of new trash receptacles

Executive Director Carey advised the Board that Charlevoix County's Recycling Committee has informed him that they hope to eliminate the need to sort recyclables. If the program is initiated, we will be able to redistribute the refuse/recycling containers to cover more park area.

The Board was informed that the City will not know the anticipated DDA tax revenue amount until May. Once the figures are available, the DDA can look at amending the budget to allow additional projects. The Board discussed possible additional line item cuts (i.e., concerts, post cards) and the need for additional advertising funds.

Mayor Carlson advised the Board that the Fountain of Youth interactive water fountain construction fund has left over monies that could be used to help maintain the fountain. The Charlevoix County Community Foundation will be contacted to see if the unexpended monies can be used for the IWF's maintenance

costs.

**CITY OF CHARLEVOIX DOWNTOWN DEVELOPMENT AUTHORITY BOARD MINUTES**  
**Monday, February 8, 2010 - 5:30 p.m.**

Page 2

The Board asked Executive Director Carey to seek concert sponsors to help pay for the summer concert series.

Members DiMartino, Dipert and Mayor Carlson asked that any additional funds be used to promote downtown Charlevoix.

Motion made by Member Barron and seconded by Member DiMartino to approve the 2010-11 Budget as presented. Motion was approved by unanimous voice vote.

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

Executive Director Carey reported that the City Council has ratified using the parking funds (PI #16) to remove the house at 108 Park Avenue and build a landscaped 40 space parking area. Street Superintendent Pat Elliott and the engineer are working with the design. Construction will take place in the spring in conjunction with the Park Avenue improvements.

Member Wallace asked that the DDA review the plan before it goes out to bid.

**F) ADJOURNMENT**

Motion made by Mayor Carlson Wallace and seconded by Member Wallace to adjourn. Motion was adopted unanimously.

Meeting adjourned at 6:16 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