

City of Charlevoix  
**DOWNTOWN DEVELOPMENT AUTHORITY BOARD**

**Monday, March 23, 2009 - 5:30 p.m.**

210 State Street, City Hall, Second Floor Conference Room, Charlevoix, Michigan

**Minutes**

**A) CALL TO ORDER**

Meeting was called to order at 5:35 p.m. by Chairman Mason.

DDA Members Present: Mayor Norman Carlson, Jr., John Taylor, Kirby Dipert, John Yaroch, Fred DiMartino, Jeannine Wallace and Hugh Mason

DDA Members Absent: Dan Barron

Staff: DDA Executive Director Keith Carey

**B) APPROVAL OF AGENDA**

Motion made by Mayor Carlson and seconded by Member Wallace to approve the agenda as presented. Motion adopted by unanimous voice vote.

**C) INQUIRY INTO POTENTIAL CONFLICTS OF INTEREST**

None

**D) APPROVAL OF MINUTES**

1. February 9, 2009 DDA Meeting Minutes

Member Dipert asked that the minutes be amended to reflect that DDA had agreed to contribute to the Library for 20 years, not 30 years as noted.

Motion made by Mayor Carlson and seconded by Member DiMartino that the minutes of February 9, 2009 be approved as amended. Motion was adopted by unanimous voice vote.

**E) PUBLIC INPUT, NOT RELATED TO OTHER AGENDA ITEMS**

None

**F) NEW BUSINESS**

1. Report from Charlevoix Public Library

Val Meyerson, Charlevoix Public Library Director, gave the Board an update on Library activities and a copy of its 2009 Annual Report. In the past year, the Library has observed increases in users, reference questions and circulation. Close to 160,000 people visited the library in 2008, or an average of 460 people a day. In 2008, there were 840 programs/meetings held in the Library building. Recently, the Library was given a large donation, which has been set aside for future building maintenance. Ms. Meyerson thanks the Board for its continued support. The DDA's annual contribution has allowed the Library to keep its tax mill levy low.

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### 2. Park Furnishings Donations Policy

Director Carey reviewed his proposed *Park Furnishings Gift Policy* with the Board. The DDA has received inquiries on the donation of park furniture. The policy would have to be approved by the City Council.

The Board reviewed the policy. The City/DDA would outline the style and type of furnishings that can be donated. The donation will be recognized by the placement of a plaque on the item. The verbiage would be: "In honor of —", "In appreciation of —", "In memory of - ". All plaque wording would be subject to the approval of the City. Director Carey will submit additional plaque information to the Board (i.e., size and color of the plaque).

The Board voiced support on the proposed policy. It was agreed that the donated items would not be permitted to have any advertisements.

## **G) OLD BUSINESS**

### 1. Employee Parking

Director Carey asked the Board if they wished to establish employee parking lots in the downtown area. Chief Doan has suggested that a section of the Clinton Street parking lot (near the Marina) be turned into a permit only lot. Monthly permits could be purchased by downtown employees, but the City would not enforce the permit only spaces. The Board discussed the proposal. Member Dipert voiced support that the spaces be reserved for the Marina.

Mayor Carlson stated that with the exception of a few days during downtown events, a parking space is available within 2 to 3 blocks of Bridge Street. Member Taylor agreed, he did not feel downtown Charlevoix had a parking problem, individuals can easily walk from parking areas to the downtown stores.

Member Yaroch stated that people are discouraged by the parking fines. A parking meter fine is \$2.00, but a fine for parking more than 2 hours in a non-metered section is \$15.00. It is cheaper for an individual to park at a parking meter and receive a ticket than in the non-metered areas. He encourages the City to eliminate the \$15.00 fine for parking in non-metered 2 hour parking areas.

Member Wallace suggested that existing gravel parking lots (DeWitt lot on Park Avenue and White lot on Clinton Street) be designated for employees.

The Board generally agreed that individuals working downtown should be encouraged by their employers and downtown building owners to park west of State Street or in designated employee parking areas.

The Board discussed the DeWitt property that is leased by the Land Conservancy. The house was purchased by the DDA and the back porch area was removed to expand the parking area. The DDA wishes to maintain retail/offices along Park Avenue and have public parking in the rear; thus, eliminating the view of parking lots from Park Avenue. Member Yaroch feels that the structure does not enhance the area and doesn't have the same character as the other homes in the area. He suggested the Board look at other ways to buffer the parking area.

Member Taylor would like to see employee permit parking areas. The parking meters are to encourage turnover and to be used by patrons.

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Director Carey advised the Board that he and the Charlevoix Area Chamber of Commerce drafted a letter to downtown businesses last summer to remind them that the metered parking spaces were for shoppers. A "mock ticket" was also designed and made available to retailers to place on offending vehicles. It is hoped that the new parking fines will deter downtown employees from parking in the metered areas.

Member Taylor asked if the DeWitt and White lot can have a sign designating the lot as "employee parking".

Member Yaroch feels the second floor office employees are the major parking violators .

The Mayor stated that as the parking situation affects the downtown businesses, they should be monitoring and policing the situation.

Erin Bemis, Executive Director of the Charlevoix Area Chamber of Commerce advised the Board that the downtown retailers were not aware that the DDA could help them with this situation.

Director Carey asked the Board to consider using leftover East Park pavers and monies collected from the downtown parking fund (PI # 12) to pave the DeWitt parking lot. The Cool Cities Downtown Blueprint recommended that the lot be formalized and paved. Mayor Carlson voiced support to pave the DeWitt parking area. Currently the lot has large pot holes and is very dirty. If the lot was paved and lined, more vehicles could park in the lot.

Member Dipert stated that there is a small percentage of people that park in front their own stores. Sending out a letter reminding downtown employees not to park in front of the stores is about all that can be done to solve the problem.

The Board generally agreed to have Director Carey continue to encourage businesses to have their employees park west of State Street or in the two gravel lots. The City is increasing the parking fees and it is hoped that the increase will assist in stopping downtown employees from parking in a metered spots.

### 2. Way Finding Kiosk Update and Request for Quotes

Director Carey reviewed the kiosk request for quotes. The proposal indicates that the kiosks would be designed, fabricated and installed by May 30, 2009. The kiosks would be installed at both ends of downtown. The City Planner is preparing the specifications for a community kiosk to be placed in East Park.

Mayor Carlson asked that the kiosks to be painted the same color as the downtown light poles and the color be approved prior to installation. The kiosk information would be laminated and enclosed in high quality plexiglass.

Members Wallace and Taylor voiced support for kiosk option #3. [A single pedestal kiosk with downtown Charlevoix signage.]

Director Carey advised the Board that kiosk option #3 was not an "off the shelf" item. The item would be a special order, which may not permit the project to be completed by May 30th. He advised the Board that the kiosk information could be updated annually.

The Board, by consensus, agreed that the kiosks should be placed on the west side of Bridge Street in Hoopskirt Alley and in Van Pelt Place. The kiosks should be similar to option #3 and be painted green and installed by May 30<sup>th</sup> if possible. The DDA has budgeted \$10,000 for the project.

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Motion made by Mayor Carlson and seconded by Member Taylor to authorize the DDA Executive Director to receive and open the quotes for the downtown kiosks, if the bids fall within the specifications and budget, the Director shall have the authority to award the bid.

Director Carey will advise the Board of the bid results and the proposed kiosk design prior to the bid award.

Member Wallace asked that the "oil can type" of trash cans be removed from the downtown area. The DDA has purchased decorative trash receptacles for the downtown area and they should be used in downtown.

Exit Member Dipert at 6:53 p.m.

**H) EXECUTIVE DIRECTOR'S REPORT**

Director Carey asked the Board to review his written report, which was distributed to the Board with the agenda packet.

Member Wallace asked for an update on the trout stream. Director Carey reported that the Street Superintendent met with the contractor on March 20<sup>th</sup>. Exterior work on the project will start soon.

**I) MISCELLANEOUS BUSINESS**

Member Yaroch asked that the Director send a newsletter to the downtown businesses, similar to the Chamber's Thursday updates. The Director advised the Board that he is working on the newsletter and it should be out soon.

**J) FUTURE AGENDA ITEMS**

None.

**K) ADJOURNMENT**

Motion by Member Wallace and seconded by Member Yaroch to adjourn. Motion was adopted by a unanimous voice vote.

Meeting adjourned at 6:56 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