

**CITY OF CHARLEVOIX**  
**DOWNTOWN DEVELOPMENT AUTHORITY / MAIN STREET MEETING**  
**Monday, June 25, 2018 at 5:30 p.m.**  
210 State Street, Charlevoix, Michigan

**1. Call to Order**

**2. Pledge of Allegiance**

**3. Roll Call**

Chair: Kirby Dipert  
Members Present: Fred DiMartino, Luther Kurtz, Carissa Mullaney, Maureen Owens  
Members Absent: Richard Christner, Rick Wertz, Amanda Wilkin  
Non-Voting Member: Shawn Bradley  
City Staff: Lindsey Dotson, Executive Director

**4. Inquiry into Potential Conflicts of Interest**

**5. Consent Agenda**

- A. Minutes – Regular Meeting – May 29, 2018
- B. Minutes – Special Meeting – June 21, 2018
- C. Committee Minutes

Member Mullaney stated that comments by Member Wilkin in the May 29<sup>th</sup> meeting minutes were comments she made.

Motion by Member Owens, second by Member DiMartino to approve the Consent Agenda including the corrections to the May 29<sup>th</sup> meeting minutes. Motion passed by unanimous voice vote.

**6. Reports**

A. Director's Report

Director Dotson referenced her memo that was included as part of the agenda packet.

B. Charitable Gaming Qualification Requirements for DDA

Director Dotson stated that the paperwork for Charitable Gaming was submitted and she hoped that they would get the go ahead to become a qualified organization. At that point they would submit the raffle license application for the *Live Life Local Shopping Campaign*. Chair Dipert stated that they needed the status within the next 30-60 days.

**7. Old Business**

**8. New Business**

A. Farmers Market Rules, Code of Conduct, and Grievance Policy

Director Dotson felt a set of formal rules were needed for the Farmers Market. She stated she worked on these policies and gathered examples from other area Farmers Markets. She reviewed details of the proposed policies and responded to Board member questions.

Motion by Member Mullaney, second by Member Owens to approve the Farmers Market Rules, Code of Conduct, and Grievance Policy as presented with the review by the City Attorney. Motion passed by unanimous voice vote.

B. Farmers Market Advisory Committee

Director Dotson felt it would be beneficial for a DDA Board member to sit on the Farmers Market Advisory Committee to fill the current Committee vacancy and to offer the Board's perspective as needed. Member Owens stated that she was willing.

Motion by Mayor Kurtz, second by Member Mullaney to appoint Maureen Owens as temporary DDA Board member to the Farmers Market Advisory Committee. Motion passed by unanimous voice vote.

**9. Public Comment**

**10. Request for Future Agenda Items**

**11. Board Comments**

Member DiMartino commented that he was happy to see the directional sign was moved from Schulman Paddleworks' storefront as requested.

**12. Adjourn**

Motion by Mayor Kurtz, second by Member DiMartino to adjourn the meeting. Motion passed by unanimous voice vote. Meeting adjourned at 5:49 p.m.

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Joyce Golding/fgm

City Clerk

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Kirby Dipert

Chair