

CITY OF CHARLEVOIX
DOWNTOWN DEVELOPMENT AUTHORITY / MAIN STREET MEETING
Tuesday, May 29, 2018 at 5:30 p.m.
210 State Street, Charlevoix, Michigan

1. Call to Order

2. Pledge of Allegiance

3. Roll Call

Vice Chair: Rick Wertz

Members Present: Richard Christner, Fred DiMartino, Luther Kurtz, Carissa Mullaney, Maureen Owens, Amanda Wilkin

Members Absent: Kirby Dipert, John Yaroch

City Staff: Lindsey Dotson, Executive Director

4. Inquiry into Potential Conflicts of Interest

Member Owens stated that she would abstain from voting on the Live from Charlevoix application for contribution.

5. Consent Agenda

A. DDA/Main Street Meeting Minutes – April 23, 2018

B. Committee Minutes

C. Monthly Report

Motion by Member Christner, second by Member Owens to approve the Consent Agenda as presented. Motion passed by unanimous voice vote.

At the Mayor's request the first item under New Business would be moved ahead on the agenda.

New Business

A. Non-Voting Members of the DDA Board

Mayor Kurtz stated that he discussed the idea of having a non-voting member from Junior Main Street on the DDA with City Council and there were no objections. He felt that the DDA could appoint non-voting members, rather than having it go through the City Council. Member Owens recommended that it be a two-year term.

Sean Bradley agreed with the idea of Mayor Kurtz choosing the student and with the two-year term.

Member Christner stated that in the future there may be a reason that they would be asking the Board to make the selection rather than the Mayor and he questioned if this would be a one-time decision that could be changed in the future. Vice Chair Wertz stated that a change could be made in the future as needed. The Board concurred to have the Charlevoix High School Advanced Placement Teacher recommend students for this position.

Motion by Member Owens, second by ~~Member Wilkin~~Member Mullaney to approve a non-voting advisory seat or two to the DDA Board to be fulfilled by a high school student(s) for a 2-year term. Motion passed by unanimous voice vote.

Mayor Kurtz stated that he would like to nominate Sean Bradley for one of the two non-voting advisory seats on the DDA Board. Motion by Member Owens, second by ~~Member Wilkin~~Member Mullaney to appoint Shawn Bradley as a non-voting member of the DDA Board for a two-year term. Motion passed by unanimous voice vote. The Board invited Mr. Bradley up to the dais as the newest member of the DDA Board.

Vice Chair Wertz stated that John Yaroch resigned from the DDA Board after ten years of service.

6. Reports

A. Director's Report

Member Owens questioned the level of invitation for the Communication Workshop and Director Dotson stated that it was a general invite for anyone involved with the organization.

Director Dotson introduced Andrew Reid who will be volunteering as a summer intern for Main Street.

Director Dotson stated that there was an update to Michigan Main Street Basics Training to be held in Charlevoix on June 21st. The State requested that the DDA provide a small panel of people involved with the Main Street Program to address the group as attendees ask about what it was like to start a Main Street Program. She invited the Boardmembers to attend the training as well. National Main Street will also be present that day for an accreditation visit instead of conducting that visit in the fall. They want to meet with the Board on the afternoon of June 21st and she questioned if there was a quorum of members available for that day. Four of the members agreed that they could attend the meeting with National Main Street on June 21st at 2:30 p.m.

7. Old Business

A. Charlevoix Main Street DDA Draft Policies & Procedures

Director Dotson stated that she made one change to No. 5 of the *Working with other Organizations & Sponsoring of Events* section and an additional change on page 22 of the document regarding licensing. She stated that she was working with the City Attorney relative to trademarking the brand. ~~Member Wilkin~~ Member Mullaney stated that she would not be voting on this item because of work she had done.

Motion by Member Owens, second by Member Christner to approve the Charlevoix Main Street DDA Policies and Procedures document as written with corrections. Motion passed by unanimous voice vote except for ~~Member Wilkin~~ Member Mullaney who abstained from the vote.

8. New Business

B. Sponsorship Requests

Motion by ~~Member Wilkin~~ Member Mullaney, second by Vice Chair Wertz to approve sponsorship of Charlevoix Venetian Festival in the amount of \$1,000 to be a Captain Sponsor and Round Lake Music Festival in the amount of \$2,000 to be a Platinum Sponsor. Motion passed by unanimous voice vote except for Member Owens who abstained from the vote.

C. Downtown Plan Proposal

Director Dotson explained the details of the *Redevelopment Ready Communities Report of Findings* and the benefits of the proposed Downtown Plan and Parking Assessment. She responded to questions from the Board.

Motion by Member Owens, second by Vice Chair Wertz to approve the expenditure of \$4,890 for the Downtown Plan and Parking Assessment, which is one half of the match required from the MEDC. Motion passed by unanimous voice vote.

9. Public Comment

10. Request for Future Agenda Items

11. Board Comments

Director Dotson reported that the wayfinding sign in front of Paddleworks would be moved this week.

Mayor Kurtz welcomed Sean Bradley and Amanda Wilkin to the DDA Board.

12. Adjourn

Motion by Mayor Kurtz, seconded by Member Owens to adjourn the meeting. Motion passed by unanimous voice vote. Meeting adjourned at 6:07 p.m.

Joyce Golding/fgm

City Clerk

Rick Wertz

Vice Chair