

CITY OF CHARLEVOIX
DOWNTOWN DEVELOPMENT AUTHORITY (DDA) / MAIN STREET BOARD MINUTES
Monday, June 22, 2015 — 5:30 p. m.
210 State Street, City Hall, Second Floor Council Chambers, Charlevoix, MI

A. Call to Order

The meeting was called to order at 5:30 p.m. by Chair Dan Barron.

B. Invocation or Pledge of Allegiance

C. Roll Call of Members Present

Chair: Dan Barron

Members Present: Gabe Campbell, Fred DiMartino, Kirby Dipert, Dianne DuPont, Tamie Gillespie, John Kurtz, John Yaroch, Rick Wertz

City Staff: CEDD Annie Doyle

D. Inquiry Regarding Possible Conflicts of Interest

None stated.

E. Approval of Minutes

1. May 27, 2015.

It was duly motioned and seconded to approve the May 27, 2015 minutes as presented. Motion passed by unanimous voice vote.

F. Main Street Committee Meeting Minutes

The Board reviewed the submitted committee minutes.

G. Director's Report

Director Doyle reviewed the items contained within the Executive Director's Report, and responded to questions.

H. Old Business

1. Robert Bridge Memorial Park Building

A list of needs and responsibilities was submitted in the agenda packet and discussed. It was moved by John Kurtz and seconded by Rick Wertz that the bathroom would be the priority of action and completed as soon as possible. Motion passed by unanimous voice vote.

2. Main Street Board Member Job Descriptions and Contract

The proposed job descriptions and contract were discussed. It was moved by John Kurtz and duly seconded to approve the job descriptions and contract. Motion passed by unanimous voice vote.

H. New Business

1. Baseline Assessment Findings

Brittney Hoszkiw, representative from the Michigan Main Street Center, presented the assessment findings.

2. Marina District Signage

It was moved by Rick Wertz and duly seconded that the signage would be approved with amendments as follows: the light house changed to red, the wording changed to Public Docks, Splash Pad, Charters & Rentals, Ferry Service, Harbor Cruises, Brewery, Public Restrooms. Motion passed. All in favor – 8; All opposed – 1.

3. DDA/Main Street Director Job Responsibilities and Evaluation Process

It was moved by John Kurtz and duly seconded that a committee would be formed to develop the director's job responsibilities. Motion passed by unanimous voice vote. The committee recommended the following individuals for the committee: Kirby Dipert, Fred DiMartino, Patty DeRosia, Gabe Campbell, Annie Doyle and a still-to-be-determined City Council member.

J. Audience – Non-Agenda Input

John Campbell spoke about potential Design Committee projects.

K. Miscellaneous Business of the Board
None.

K. Future Agenda Items
None.

L. Adjournment

Annie Doyle CED Director

Dan Barron Chair