

City of Charlevoix
DOWNTOWN DEVELOPMENT AUTHORITY BOARD

Monday, November 22, 2010 – 5:30 p.m.
210 State Street, City Hall, Council Chambers, Charlevoix, Michigan

MINUTES

A) CALL TO ORDER

The meeting was called to order by Secretary/Treasurer Dipert at 5:38 p.m.

Members Present: Dan Barron, Norman Carlson Jr., Fred DiMartino, Kirby Dipert and Gina Whitney
Members Absent: Hugh Mason, Jeannine Wallace (excused), John Yaroch (excused), and John Taylor
Staff Present: DDA Executive Director Keith Carey

B) APPROVAL OF AGENDA

Motion made by Member Barron and seconded by Member Whitney to approve the agenda. Motion adopted unanimously.

C) INQUIRY INTO POTENTIAL CONFLICTS OF INTEREST None.

D) APPROVAL OF MINUTES

1. October 25, 2010 DDA Meeting Minutes

The Board reviewed the October 25, 2010 minutes.

Motion made by Member Barron and seconded by Member Whitney to approve the minutes of October 25, 2010 as submitted. Motion was adopted by a unanimous voice vote.

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

F) OLD BUSINESS

1. Charlevoix Historical Society East Park Kiosk

At the DDA's May 24th meeting, members of the Charlevoix Historical Society received the DDA's support to place a kiosk in East Park. Staff members have met with Historical Society representatives and a kiosk design and location has been determined. The Board reviewed the kiosk's design and its proposed location near the corner of Bridge & Clinton. The kiosk will focus on Charlevoix's history and will include a schedule of Historical Society upcoming events. The City Council will need to approve the kiosk design and location.

David Miles gave the Board a handout outlining their request and showed the Board information on what will be placed on the kiosk. The kiosk would display information about Charlevoix's history and general information about the Society's museum and the Depot.

Mayor Carlson and Members Whitney and Barron voiced support for placing historic photos of East Park on the kiosk and that the design was similar to the other downtown kiosks.

Member Dipert advised the Board that the Chamber's Retail Merchant's Committee has voiced a concern that if the Historical Society were permitted to have a "billboard" in the park, then other non-profits should

be allowed to have displays, also. He voiced a concern that the Chamber, Circle of Arts or other non-profit may also wish to place a kiosk in the park.

The Board discussed the placement of the kiosk. Director Carey reminded the Board that the Chamber already uses one side of the vertical kiosk located at Clinton & Bridge to highlight area businesses and upcoming events.

Motion made by Member Whitney and seconded by Member Barron to support the proposed Charlevoix Historical Society's kiosk placement and the design content and encourage the City Council to consider approving the kiosk. Motion was adopted by unanimous voice vote.

The Board briefly discussed the concept of the Historical Society developing a historical walking tour of the downtown area utilizing kiosks similar to the one proposed for East Park.

2. DDA Work Plan

The Board agreed to table the item.

G) NEW BUSINESS

1. Fiscal Year 2011-12 Budget

Director Carey reviewed his budget narrative and anticipated 2010-11 expenses with the Board. He advised the Board that the Bridge Park building has a water leak and repairs are currently estimated at \$7,000, though this figure could increase upon further investigation. The DDA has also received an additional \$11,000 in unanticipated revenues. Overall, the DDA's 2010-11 expenditures are estimated to be under budget.

Mr. Brandi reviewed the proposed 2011-12 budget with the Board. The Charlevoix County Equalization Department will not have the estimated tax revenue figures until after Thanksgiving. He also reported that there is a number of pending Michigan Tax Tribunal cases which affects approximately \$60,000 in DDA tax dollars. Mr. Brandi will be able to determine the amount of funds that can be spent after he receives better tax numbers. The DDA's 2010 tax income is estimated at \$40,000 less than budgeted. Mr. Brandi stated that Director Carey has been very conservative in DDA spending. Mr. Brandi reviewed the DDA's debt service requirements with the Board. The Bridge Park Act 99 bonds will be paid off in 2012. The DDA and Marina are jointly paying for the East Park/Marina bonds. The marina has been paying additional monies toward the bond payment, as DDA funds are not available. Mr. Brandi reviewed the Michigan Tax Tribunal appeal costs and their impact upon the DDA. Mr. Brandi reviewed the Future Year Projections with the Board. The DDA will lose its ability to capture over \$250,000 in taxes in 2015. The DDA has an option to extend its bonds further into the future.

Mr. Brandi answered several Board members' questions on the proposed budget.

Director Carey advised the Board that the Charlevoix DDA is in better financial shape than the many other cities' downtown development authorities.

Member Dipert asked for information on the DDA's bond rates and if the bonds could be paid off early. Mr. Brandi will look at the rates.

Director Carey asked the Board if they wished to table discussion on the budget line items. The Board agreed to convene a special meeting on December 20th at 5:00 p.m. to complete their review of the 2011-12 budget. Director Carey asked the Board members to study the proposed budget figures. If Board

members wish to consider additional projects, it is important to have the information in hand at the next meeting and be prepared to suggest spending reductions in other areas to offset new expenditures.

H) EXECUTIVE DIRECTOR'S REPORT

Director Carey reported that the downtown tree lighting is complete. The cost was just under \$10,000.

I) MISCELLANEOUS BUSINESS

The Board has received the Hyett Palma's report on suggested businesses for the downtown area. The Director also has a packet that is given to prospective businesses. The packet can be reviewed by DDA members in his office.

J) FUTURE AGENDA ITEMS

K) ADJOURNMENT

Motion made Mayor Carlson and seconded by Member Barron to adjourn. Motion adopted by unanimous voice vote.

Meeting adjourned at 6:40 p.m.

Hugh Mason, Chairman

Linda Jo A. Weller, Recording Secretary

Carol A. Ochs, City Clerk