

CITY OF CHARLEVOIX
DOWNTOWN DEVELOPMENT AUTHORITY (DDA) MINUTES
Monday, September 22, 2014 — 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: Fred DiMartino, Kirby Dipert, Luther Kurtz, Hugh Mason, Jeannine Wallace

Members Absent: Mayor Norman L. Carlson Jr., John Yaroch, Todd Wyatt

City Staff: Bethany Pearson, Community Economic Development Director (CEDD)

D. Inquiry Regarding Possible Conflicts of Interest

None

E. Approval of Minutes

1. August 25, 2014 Minutes.

Motion by Member Wallace, second by Member Mason to approve the August 25, 2014 minutes as presented.

Motion passed by unanimous voice vote.

F. Community Economic Development Director's Report

Director Pearson reviewed the Executive Director's Report and Community Partner/City Updates, and responded to questions.

Director Pearson reviewed the survey results from the Downtown Retailer Survey and stated that 100% of survey participants wanted the holiday tree lights to stay on only during the holiday season. Results from the Charlevoix Farmers Market Survey reflected 100% of the vendors responding reported that the Charlevoix Farmers Market was most profitable compared to other markets in the area,.

Director Pearson stated \$15,675 was raised toward the goal of \$30,000 for the Main Street Program and 26 volunteers have been secured. She indicated that Charlevoix is one of two communities applying for the Select Level of the Main Street Program during this application cycle.

Director Pearson explained proposed TIF legislation introduced by Representative Eileen Kowall. The bill will be introduced next week with potential passage before the House adjourns in October.

G. Old Business

1. Main Street Resolution.

Director Pearson stated that the letter of intent to apply for the Select Level of the Main Street Program has been submitted. A resolution of support is also required. After making recommended changes to the resolution it is now ready for the Board's approval.

Motion by Member Mason, second by Member Wallace to approve a resolution in support of commitment and cooperation with the Michigan Main Street Program in becoming a Select Main Street Community. Motion passed by unanimous voice vote.

2. Art in Public Places Grant.

Director Pearson stated that four (4) artists were petitioned to complete concept sketches for the public mural project display on the Central Drug Store building. The Selection Committee met and recommended Katherine Larson's 5-panel mural concept at a cost of \$10,750.

Director Pearson stated that the cost is over the proposed budget of \$6,000. She indicated that the public has donated \$1,200 for this project, in addition to the \$3,300 in grant funds. Director Pearson stated that Ms. Larson is very open to having work sessions with the DDA to modify her design concept. Director Pearson will work with Member Wallace and bring an updated version to the next meeting.

Motion by Member Mason, second by Member DiMartino to commission Katherine Larson's five-panel mural for no more than \$5,000 this budget year with the balance to be paid in the 2015/16 budget. Member Dipert expressed concern regarding paying for the project over two budget years. Director Pearson stated that the City Treasurer recommended paying the deposit out of the current budget year funds and the remainder upon the completion of the project in the 2015/16 budget year. After discussion, motion passed by unanimous voice vote.

H. **New Business**

1. Outdoor Dining Permit Regulations.

Director Pearson reported that the Outdoor Dining Committee held three meetings to review sidewalk cafes and platform dining in the DDA district. The committee drafted an outdoor dining application for approval by the DDA and City Council after a public hearing. The City Code pertaining to sidewalk variances would also be amended. She stated that they would like to have this program in place by April 1, 2015. City Planner Mike Spencer stated that the zoning ordinance would not be changed because proposed outdoor dining would be considered temporary usage.

Motion by Member Dipert, second by Member Mason to recommend that the City Council approve the outdoor dining application and guidelines with the minor changes as recommended. Motion passed by a 5 to 1 vote with Member Kurtz abstaining from the vote since he served on the Outdoor Dining Committee.

2. 3rd Annual Charlevoix Bridge Drop.

Director Pearson advised that the Bridge Drop Committee is asking the DDA to file the proper paperwork with the Michigan Liquor Control Commission (MLCC) for a temporary liquor license (\$100) and to provide the insurance to cover the event (\$500 - \$1,500). These costs would be in addition to the DDA's budgeted \$1,000 contribution.

Motion by Member Mason, second by Member Dipert to apply for a temporary liquor license for the Bridge Drop with the Michigan Liquor Control Commission. Motion passed by unanimous voice vote.

Motion by Member Wallace, second by Member Mason to approve expenditure to cover the event insurance for the Charlevoix Bridge Drop [\$500 - \$1,500]. Motion passed by unanimous voice vote.

I. **Audience – Non-Agenda Input**

None.

J. **Miscellaneous Business of the Board**

None.

K. **Future Agenda Items**

The Board agreed to place the holiday tree lights on the October agenda for further discussion.

L. **Adjournment**

Motion by Member Wallace, second by Member Kurtz to adjourn. Motion passed by unanimous voice vote. Meeting adjourned at 6:46 p.m.

Joyce Golding/fgm

City Clerk

Dan Barron

Chair