

**CITY OF CHARLEVOIX**  
**DOWNTOWN DEVELOPMENT AUTHORITY (DDA) MINUTES**  
**Monday, February 23, 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 5:31 p.m. by Chair Dan Barron.

**B. Invocation or Pledge of Allegiance**

**C. Roll Call of Members Present**

Chair: Dan Barron

Members Present: Mayor Gabe Campbell, Fred DiMartino, Kirby Dipert, John Yaroch

Members Absent: Tamie Gillespie, Hugh Mason (excused), Jeannine Wallace (excused)

City Staff: Rob Straebel, City Manager; Linda Weller, Executive Assistant

**D. Inquiry Regarding Possible Conflicts of Interest**

None

**E. Approval of Minutes**

1. January 26, 2015

Chair Barron referenced the 2<sup>nd</sup> paragraph on page 2 of the minutes and indicated that he agreed that an attendance policy should be established, but he wasn't looking at any particular policy suggested and asked to change the last sentence to read: "He also recommended that the Board pass a resolution that if a member missed more than three meetings in six months that the member would be removed from the Board. Chair Barron agreed that an attendance policy should be established."

Motion by Mayor Campbell, second by Member Yaroch to approve the January 26, 2015 minutes as corrected.  
Motion passed by unanimous voice vote.

**F. Community Economic Development Director's Report**

City Manager Straebel reviewed the Executive Director's Report and Community Partner/City Updates, and responded to questions. He reported that City Council approved the DDA budget, but there was some discussion by one Councilmember who wanted to separate the DDA budget from the overall City budget. City Manager Straebel stated the City was required to have an adopted budget in place by late February and felt that it would be a rush to schedule a joint meeting with City Council and the DDA Board to discuss. City Council ultimately approved the 2015-16 budget in its entirety. He stated that Council would like to have a joint meeting in April with the DDA Board to discuss budgetary items, specifically events and the tracking of revenues and expenditures for events.

City Manager Straebel stated that two line items in the budget were changed: increased revenue by \$17,600 for the lease agreement with the Lake Charlevoix Brewing Company, and on the expenditure side, added \$15,000 for the Library Contribution.

City Manager Straebel reported that the new CEDD, Annie Doyle, will begin employment with the City on March 2, 2015. He stated that City Council approved funding 25% of the CEDD position at their February 2<sup>nd</sup> meeting.

City Manager Straebel stated that the Main Street Steering Committee traveled to Lansing for their Select Level presentation and the City will be notified of the results by the end of February. He recognized and thanked Todd Wyatt, Amanda Wilkins, Dennis Kusina, Bethany Pearson, Mike Spencer, and Councilmember Kurtz for taking the time to travel to Lansing and assist with the presentation.

**G. New Business**

1. Consideration to Amend DDA Bylaws to Include Attendance Policy

Chair Barron referenced the attendance policies of the Zoning Board of Appeals and Planning Commission which provide that members who were absent from three consecutive regularly scheduled meetings were considered derelict in duty or nonfeasance in office. He stated that the Zoning Board of Appeals policy referenced unexcused

absences. Mayor Campbell felt the DDA policy should include absence from three consecutive regular meetings or four meetings within a six month timeframe.

Chair Barron spoke to Todd Wyett and Mr. Wyett felt that there should be an attendance policy. Executive Assistant Weller advised that both Hugh Mason and Jeannine Wallace called in advance and asked to be excused from this evening's meeting.

Chair Barron stated that the DDA bylaws reference that removal of a member from the DDA would be the City Council's consideration and determination. Manager Straebel felt that the DDA should have an attendance policy.

The members concurred that the attendance policy would be applicable to members being absent from three consecutive regularly scheduled meetings. Manager Straebel will draft attendance language to amend the bylaws for the Board's consideration and adoption at a subsequent meeting.

**H. Old Business**

1. Update on 2015-16 DDA Budget

Item was discussed under the CED Director's report.

**I. Audience – Non-Agenda Input**

Mary Ann Chew, Charlevoix Public Library Board President, thanked the DDA for the partial Library Contribution payment. She also thanked Member Dipert for meeting with two Library Board members. Ms. Chew stated that the Library Board would be willing to meet with the DDA at any time that was mutually convenient.

Councilmember Porter referenced the Charlevoix DDA website which included a statement that read: "The Charlevoix DDA has invested over \$100,000,000 in the infrastructure of Downtown Charlevoix since its inception over 25 years ago." He stated the statement was not true and he questioned why it was posted on the website.

Councilmember Porter stated that the Enabling Act of 1975 which established the DDA requires that the DDA present a Development Plan to City Council. During the February 16<sup>th</sup> Council meeting, he requested a copy of the Development Plan which was then forwarded to all Councilmembers. The Development Plan has not been updated since 2007.

Manager Straebel stated that the Development Plan was one of the topics that City Council wanted to discuss during the joint meeting with the DDA.

**J. Miscellaneous Business of the Board**

Chair Barron stated that he received additional comments regarding the Farmers Market shutting down on short notice prior to the holidays.

**K. Future Agenda Items**

Executive Assistant Weller stated there will be a joint meeting in April with the DDA and City Council. City Manager Straebel indicated that the meeting would most likely be scheduled in the evening. Member Yaroch stated that the the Development Plan should be an agenda item for the next DDA meeting.

**L. Adjournment**

Motion by Member Yaroch, second by Member DiMartino to adjourn. Motion passed by unanimous voice vote.

Meeting adjourned at 6:12 p.m.

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Joyce Golding/fgm

City Clerk

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Dan Barron

Chair