

CITY OF CHARLEVOIX
DOWNTOWN DEVELOPMENT AUTHORITY/CHARLEVOIX MAIN STREET BOARD MINUTES
Monday, February 22, 2016 at 5:30 p. m.
210 State Street, City Hall, Second Floor Council Chambers, Charlevoix, Michigan

A. Call to Order/Invocation or Pledge of Allegiance

B. Roll Call of Members Present

Chair: Dan Barron
Members Present: Gabe Campbell, Fred DiMartino, Kirby Dipert, Dianne DuPont, Tamie Gillespie, John Kurtz, Rick Wertz, John Yaroch
Members Absent: None
City Staff: Annie Doyle, DDA/Main Street Director

C. Inquiry into Potential Conflicts of Interest

None.

D. Consent Agenda

1. Approval of Main Street/DDA Board Minutes – January 25, 2016
Approved/reviewed by the Board.
2. Review of Main Street Committee Meeting Minutes
Approved/reviewed by the Board.

E. Director's Report

Director Doyle reminded of March 7-8 Main Street Quarterly Training in Farmington. Advised Alison Hubbard, Charlevoix Area Chamber of Commerce President, would be attending with Director Doyle. Reminded of National Main Street Conference on May 22-24 and of visit from Howard Kohn of the Chesapeake Group on May 25-26 to present the Charlevoix Market Study to the community.

Director introduced Maureen Owens to provide update on the Food Truck Committee meetings. Ms. Owens summarized presentation to City Council.

F. Old Business (added on to the agenda by Chair Barron)

1. Executive Committee Update
Chair Barron advised that Executive Committee had met regarding the development of the Director's Performance Evaluation and explained the process over the next few months including the submittal of a Significant Achievement Report by the Director and a subsequent closed session at the next board meeting.

G. New Business

1. Outstanding Volunteer Award
Presented to Jodi Bingham.
2. Community Development Brownfield Program Overview
Presented by Don Voisin.
3. City Council Approved Budget Amendment 2015-16 and Budget 2016-17
Reviewed by Board.

H. Public Comment

None.

I. Miscellaneous Business of the Board

1. John Yaroch suggested setting up a facilities committee meeting within the next week with all Bridge Park Building stakeholders in attendance to create a maintenance/repair plan for the building. Director Doyle advised would schedule.

