

**CITY OF CHARLEVOIX**  
**DOWNTOWN DEVELOPMENT AUTHORITY/CHARLEVOIX MAIN STREET BOARD MINUTES**  
**Monday, April 25, 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; Mark Heydlauff, City Manager

**C. Inquiry into Potential Conflicts of Interest**

Member Kurtz recused himself from the discussion on the building as he may have a conflict.

**D. Consent Agenda**

1. Main Street/DDA Board Meeting Minutes – March 28, 2016

Mayor Campbell did not recall a “misappropriation” of the current property tax levy referenced in the minutes on Page 2, second line under D-3. He felt the word “misappropriation” should be changed to “miscalculation”. Member Dupont stated a clarification was needed on page 4, 6th paragraph, 2<sup>nd</sup> line to read: “She indicated that she is the only store open daily in her block during the winter...”

2. Main Street Committee Meeting Minutes

Chair Barron stated that the Committee meeting minutes were provided to the Board for their information. There were no questions/comments from the Board.

3. Revenues and Expenditures Report

Motion by Mayor Campbell, second by Member Wertz to approve the Consent Agenda items with corrections to the minutes under Item D-1. Motion passed by unanimous voice vote, with the exception of Member DiMartino<sup>1</sup> who did not vote.

**E. Director’s Report**

1. Request for Work Plan Approval on Letter Fundraising Campaign

Director Doyle reviewed the proposed Work Plan from the Organization Committee for a Letter Fundraising Campaign targeting three different audiences: existing contacts in the Main Street database, previous donors (would also include a thank you), and non-homestead owners within the Char-Em School District.

Director Doyle explained that the budget amount was to be determined and they had received two bids from Mitchell Graphics. She proposed a mailer that would encompass the entire Library District and was unsure of the exact number of mailers to be sent out. She recommended that the Board approve up to \$2,500 for this campaign. Discussion followed regarding the proposed information to be included in the different letters, how the mailing list would be obtained and duplications eliminated.

There were no public comments.

Motion by Member Kurtz, second by Member Dupont to approve the Work Plan proposal from the Organization Committee. Motion passed by unanimous voice vote, with the exception of Member DiMartino<sup>1</sup> who did not vote.

**F. Old Business**

Chair Barron recommended that the Board modify the agenda to add a second item of Old Business regarding an update on the downtown tree lighting program from the Design Committee.

1. Bridge Park Building – Recommendation from the Facilities Committee

Member Wertz explained the recommendation for repairs on the Bridge Park Building:

<sup>1</sup>Member DiMartino was unable to take the Oath of Office for his new term prior to this meeting therefore, he did not cast his vote.

- Retain Wojan Plumbing & Heating Inc. to adjust times on automatic stools and faucets; replace faucets in men's restroom with automatic sensors and assess condition of women's restroom faucets. Reset toilets following floor work for a cost of \$2,797.
- Retain Armor Seal of Charlevoix to apply an epoxy coating to restroom floors for a cost of \$2,100.
- Retain Herzog Electric to replace lighting in restrooms and lobby area with high-efficiency LED lighting. Install new hand dryers in women's restroom and move/install new dryer in men's restroom for a cost of \$4,351 (anticipate a rebate from the Charlevoix Energy Optimization Program which will lower overall cost).

Member Wertz responded to questions regarding the repairs and stated that the total cost of repairs is \$9,248 with completion before Memorial Day weekend.

Chair Barron opened the item for public comments.

Rich Bergmann, Lake Charlevoix Brewing, expressed appreciation to Member Wertz, Director Doyle, and City Manager Heydlauff for facilitating this process. He stated that they were also pleased with the progress on the other portion of the building.

Motion by Mayor Campbell, second by Member Yaroch to approve the recommendations from the Facilities Committee for repairs to the Bridge Park Building. Chair Barron stated that he neglected to mention a procedural matter earlier in the meeting whereby Member DiMartino was unable to take his Oath of Office prior to this meeting thus disqualifying him from voting during this meeting.

Motion passed by unanimous voice vote with the exception of Member DiMartino<sup>1</sup> who did not vote, and Member Kurtz who abstained from the vote.

2. Tree Lighting – Update from the Design Committee

John Campbell stated that there was approval by the DDA and City Council for a downtown tree lighting budget. He said the cost included the removal of existing lighting and pruning of the trees for \$4,620. Mr. Campbell explained that Holiday Lighting Services recommended that they wait for the new diode lights (brighter and longer lasting) to be available mid-August before reinstalling any lights. He indicated that removing the tree lights was very important because the wires were stressing the trees. He stated that Holiday Lighting did not have enough lights in stock to do a complete installation, but they were available on April 28<sup>th</sup> to remove lights. Mr. Campbell felt there were enough funds to do lighting on the north hill (17 trees) and two trees on each Park Avenue, Clinton, Antrim and Mason Streets.

Member Dipert stated the tree lights near the fish pond and in some East Park trees were newer and he felt that those lights could remain during the summer. Mr. Campbell responded the Shade Tree Committee recommended removing the lights now for the health of the trees.

Mr. Campbell stated that there were comments that locust trees are dying and he said that was not true. He said they did have a small insect problem that would be treated.

Jodi Bingham supported the professional recommendation to take care of the trees and felt that it was not worth jeopardizing the health of the trees by leaving the lights in.

Motion by Mayor Campbell, second by Member Dipert to accept the recommendation from John Campbell. Motion passed by unanimous voice vote, with the exception of Member DiMartino<sup>1</sup> who did not vote.

**G. New Business**  
None.

**H. Public Comment**  
None.

<sup>1</sup>Member DiMartino was unable to take the Oath of Office for his new term prior to this meeting therefore, he did not cast his vote.

**I. Miscellaneous Business of the Board**

Chair Barron asked that they receive a copy of the revised draft of the Executive Committee policy at the next meeting.

**J. Future Agenda Items**

Member Dupont noted that they only had minutes in their packets from one of the Committees. Director Doyle responded that the Economic Development Committee did not meet in April, and she did not receive minutes from the other Committees for this month.

**I. Closed Session**

1. Executive Director Evaluation – OMA Section 15.268(8)(a)

Motion by Member Dupont, second by Member Kurtz to go into Executive Session [Closed Session]. Motion passed by unanimous roll call vote with the exception of Member DiMartino<sup>1</sup> who did not vote.

Motion by Member Kurtz, second by Member Yaroch to return to open session. Motion passed by unanimous roll call vote with the exception of Member DiMartino<sup>1</sup> who did not vote.

**K. Adjournment**

Motion by Member Yaroch, second by Member Wertz to adjourn. Motion passed by unanimous vote with the exception of Member DiMartino<sup>1</sup> who did not vote. Meeting adjourned at 7:41 p.m.

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Joyce Golding/fgm

City Clerk

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Dan Barron

Chair

<sup>1</sup>Member DiMartino was unable to take the Oath of Office for his new term prior to this meeting therefore, he did not cast his vote.