

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

1. Call to Order

2. Pledge of Allegiance

3. Roll Call

Chair: Dan Barron

Members Present: Gabe Campbell, Fred DiMartino, Tamie Gillespie, Kirby Dipert, John Kurtz, Rick Wertz, John Yaroch

Members Absent: Dianne DuPont

City Staff: Mark Heydlauff, City Manager

4. Inquiry into Potential Conflicts of Interest

None.

5. Consent Agenda

a. Minutes of the July 25, 2016 Board Meeting

b. Main Street Committee Meeting Minutes

c. Main Street Monthly Report for July 2016

Motion by Member Wertz, second by Mayor Campbell, to approve the Consent Agenda items as presented. Motion passed by unanimous voice vote.

6. Reports

a. Director's Report (City Manager)

City Manager Heydlauff reported that he met with Carissa Mullaney along with members of the Promotions Committee. They would issue a Request for Proposal for branding services within the next week. City Manager Heydlauff stated that they met with Debra Johnson, Michigan Main Street, and discovered that they missed the opportunity to work with Michigan Main Street on the community branding process. The consensus of this Board and the Promotions Committee was that this was a high priority item. The branding and logo services would tie in with the wayfinding discussions and City Manager Heydlauff will forward proposals to the Board in September.

City Manager Heydlauff stated that he will be out of town on September 26th and questioned whether the Board could re-schedule the September Board meeting to October 4th. He noted that the Board will be meeting in a special session with Main Street for their year-end visit on September 20th, and there would be a Building Basics Seminar that the Design Committee is hosting on September 29th at the Library.

Motion by Mayor Campbell, second by Member Kurtz, to re-schedule the September 26th Board meeting to October 4, 2016 at 5:30 p.m. Motion passed by unanimous voice vote.

7. New Business

a. Designation of Donated Funds

City Manager Heydlauff stated that the City/DDA received approximately \$2,200 from the fundraising campaign initiated this summer. He suggested that the funds be designated toward the holiday lighting project.

Motion by Member Kurtz, second by Member Yaroch, to designate the funds received from the summer fundraising campaign to the holiday lighting project. Motion passed by unanimous voice vote.

8. Public Comment

None.

9. Miscellaneous Business

Member Yaroch stated that he received positive feedback from the fundraising letter and suggested sending a follow-up letter in the fall. John Campbell said he would like to send invoices to the individuals who pledged funds, and he also felt that an email newsletter should be sent to interested parties.

Member Dipert questioned the status of the HVAC bids for the Bridge Park building and City Manager Heydlauff responded that they were due August 24th.

City Manager Heydlauff questioned whether the Board would be willing to hold another special meeting the week after Labor Day to address the HVAC bids. In addition they could review the Wayfinding Signage Design bids to make a selection and put the vendor "on hold" until the logo work was finished.

10. Request for Future Agenda Items

City Manager Heydlauff stated that Maureen Owens will present a review of the summer concert series at the October 4th meeting.

11. Adjourn

Motion by Member Dipert, second by Member Kurtz, to adjourn. Motion passed by unanimous vote. Meeting adjourned at 5:43 p.m.

Joyce Golding/fgm

City Clerk

Dan Barron

Chair