

CITY OF CHARLEVOIX
DOWNTOWN DEVELOPMENT AUTHORITY / MAIN STREET MINUTES
Monday, January 22, 2018 at 5:30 p.m.
210 State Street, Charlevoix, Michigan

1. Call to Order

2. Pledge of Allegiance

3. Roll Call

Vice Chair: Rick Wertz
Members Present: Richard Christner, Fred DiMartino, Carissa Mullaney, Maureen Owens, John Yaroch
Members Absent: Kirby Dipert, Tami Gillespie, Luther Kurtz
City Staff: Lindsey Dotson, Executive Director

4. Inquiry into Potential Conflicts of Interest

5. Consent Agenda

- A. DDA/Main Street Work Session Minutes – January 15, 2018
- B. DDA/Main Street Meeting Minutes – December 19, 2017
- B. Committee Meeting Minutes
- C. Annual Report to MEDC

Member Owens noted that Carissa Mullaney's name was spelled wrong in the minutes. Motion by Member Owens, second by Member DiMartino, to approve the Consent Agenda as corrected. Motion passed by unanimous voice vote.

6. Reports

A. Director's Report

Director Dotson stated that they received a redevelopment liquor license application (329 Bridge Street), but at this time it is incomplete. The City Clerk wanted them to know that once the required materials were provided, Staff may be requesting a special meeting for the Board's review prior to going to Council.

Director Dotson introduced Melissa (Missy) Jollette as the new Farmers Market Manager. Ms. Jollette responded to questions from the Board members.

B. Wayfinding Signage Update

Director Dotson stated that four signs were installed and she noted 95% positive reviews for the new signs.

C. 2018 Work Plans Update

Director Dotson stated that because of the timing of the work sessions and the changes that they have made to the budget she wanted to give the Committees more time to digest the changes. She stated that two Committees have met since they had their work session and she commented that several work plans will be approved next month.

7. Old Business

A. Draft 2018-19 Budget

Director Dotson stated that with the changes that the Board discussed during the work session on January 15th they were down to \$33,500 in expenditures more than the projected revenue. This leaves \$428,000 left in cash. Member Yaroch suggested that withholding the \$30,000 library payment would correct the deficit. Member Wertz felt they should keep the commitment to the library. Members Christner and Owens stated that they were comfortable with the \$33,500 figure.

Motion by Member Yaroch, second by Member Owens, to approve the budget [as presented] and present it to City Council for approval. Motion passed by unanimous roll call vote.

8. New Business

9. Public Comment

10. Request for Future Agenda Items

Member Owens stated that two meetings ago they discussed leased parking spaces for Hoffman/McClean and they tabled it. Director Dotson stated that they will revisit that issue at the next meeting.

Member Yaroch requested an update on the downtown DDA business district WIFI availability. Member Owens stated that free WIFI was available in East Park and Director Dotson stated that it also worked in most businesses.

11. Board Comments

Member Yaroch felt that delivery vehicle parking on the street during the Farmers Market was an issue.

Member Owens questioned if the Board could get the results of the exit interviews that Director Dotson conducts with any businesses moving out of the area. Director Dotson stated that she could formalize it, but for now it was word of mouth type of interviews; and she could include that in her monthly reports.

Member Yaroch stated that he would like the Executive Director to send a letter of appreciation and acknowledgement to John Campbell for his work on the Design Committee. The Board members concurred.

12. Adjourn

Motion by Member Yaroch, second by Member DiMartino, to adjourn the meeting. Motion passed by unanimous voice vote. Meeting adjourned at 5:58 p.m.

Joyce Golding/fgm

City Clerk

Rick Wertz

Vice Chair