

City of Charlevoix  
**DOWNTOWN DEVELOPMENT AUTHORITY BOARD**

**Monday, May 24, 2010 at 5:30 p.m.**  
210 State Street, City Hall, City Council Chambers, Charlevoix, Michigan

**MINUTES**

**A) CALL TO ORDER**

The meeting was called to order at 5:30 p.m. by Chairman Mason.

DDA Members Present: Dan Barron, Norman Carlson, Jr., Fred DiMartino, Kirby Dipert, Hugh Mason,  
Jeannine Wallace, Gina Whitney and John Yaroeh

DDA Members Absent: John Taylor,

Staff: DDA Executive Director Keith Carey

**B) APPROVAL OF AGENDA**

Chairman Mason added discussion of Fountain of Youth funds currently held by the Charlevoix County Community Foundation. The Board agreed to accept the agenda as amended.

**C) INQUIRY INTO POTENTIAL CONFLICTS OF INTEREST - None.**

**D) APPROVAL OF MINUTES**

1. April 26, 2010 DDA Meeting Minutes

The Board reviewed the April 26th minutes.

Motion made by Member Barron and seconded by Mayor Carlson that the minutes of April 26, 2010 be approved as submitted. Motion was adopted by unanimous voice vote.

**E) PUBLIC INPUT, NOT RELATED TO OTHER AGENDA ITEMS - None**

**F) OLD BUSINESS**

**G) NEW BUSINESS**

1. Fountain of Youth Funds

Chairman Mason reported that he received a call from John Winn. Mr. Winn advised him that there is approximately \$60,000 left in the Charlevoix County Community Foundation's (CCCF) Fountain of Youth fund. Mr. Winn would like to use the funds to purchase furnishings for the observation roof of the Harbormaster Building or for the fountain's maintenance. The fountain's maintenance fees are \$12,000-\$13,000 a year and are paid by the DDA. The Board discussed using the available funds held by the CCCF to offset the maintenance costs, which would allow the DDA to spend its monies on other park needs, including the furnishings for the observation roof.

Director Carey asked the Board if it would like to use the 'Adopt-A-Bench' policy to purchase furnishings for the Harbormaster Building observation roof. The Board directed him to do so.

Director Carey also asked if the Board still preferred the style of furnishings (Landscape Forms' Carousel bar height tables and umbrellas) Richard Hitz proposed for the Harbormaster Building observation roof in

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his Charlevoix Marina & East Park Recommended Site Furnishings proposal. The board responded in the affirmative.

**H) EXECUTIVE DIRECTOR'S REPORT**

The Board reviewed the Executive Director's report.

- 2011 Fourth of July Weekend Event

An ad hoc committee is seeking to create a family alternative during the July 4<sup>th</sup> holiday weekend. The committee is exploring establishing an event that would feature a bar-be-que cook off, local micro-breweries and music. The Board discussed the proposal and voiced their support.

- DDA Budget

Member Dipert asked for an update on the proposed 2010-11 DDA tax revenues. Director Carey will obtain information from the City Treasurer and report back to the Board.

Mayor Carlson was excused from the meeting at 6:03 p.m.

**G) NEW BUSINESS (continued)**

2. Charlevoix Historical Society East Park Kiosk

David Miles briefed the Board on the Charlevoix Historical Society's desire to place a stone kiosk in East Park to direct visitors to the Society's Harsha House. The 3' x 3' weatherproof enclosure would have information about the Harsha House, lighthouse and Depot and offer information on their exhibits and programs. They are also seeking to place a bronze plaque on the rear of the kiosk that would list the important dates in Charlevoix's history.

Member Whitney was excused from the meeting at 6:16 p.m.

The Board discussed a possible location for the kiosk. The Board voiced support that the kiosk, or similar structure, be placed in plaza B (across from Hoopskirt Alley).

Member DiMartino reminded the Board that East Park was designed to be an open space and to maintain views of the harbor. The Board agreed that it was important to keep the park's structures at a minimum.

The Board voiced support of the project.

**I) MISCELLANEOUS BUSINESS - None**

**J) FUTURE AGENDA ITEMS - None**

**K) ADJOURNMENT**

Motion made by Member Yaroch and seconded by Member Wallace to adjourn. Motion adopted by unanimous voice vote.

Meeting adjourned at 6:22 p.m.

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Hugh Mason, Chairman

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Linda Jo Weller, Recording Secretary

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Carol A. Ochs, City Clerk