

City of Charlevoix
DOWNTOWN DEVELOPMENT AUTHORITY BOARD

Monday, September 27, 2010 – 5:30 p.m.
210 State Street, City Hall, Council Chambers, Charlevoix, Michigan

MINUTES

A) CALL TO ORDER

The meeting was called to order by Chairman Mason at 5:31 p.m.

Commissioners Present: Dan Barron, Norman Carlson Jr. (arrived at 5:48 p.m.), Fred DiMartino, Kirby Dipert, Hugh Mason, John Taylor (arrived at 5:36 p.m.), Jeannine Wallace, and John Yaroch
Commissioners Absent: Gina Whitney
Staff Present: DDA Executive Director Keith Carey

B) APPROVAL OF AGENDA

The agenda was approved as submitted.

C) INQUIRY INTO POTENTIAL CONFLICTS OF INTEREST None.

D) APPROVAL OF MINUTES

1. June 28, 2010 DDA Meeting Minutes

The Board reviewed the June 28, 2010 minutes.

Motion made by Member Barron and seconded by Member DiMartino to approve the minutes of June 28th as submitted. Motion adopted by a unanimous voice vote.

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

F) OLD BUSINESS

G) NEW BUSINESS

1. Downtown Trees

Executive Director Carey reviewed the condition of the downtown trees with the Board. An arborist reviewed the trees a couple of years ago. The trees' growth is out of control.

Enter John Taylor at 5:36 p.m.

Director Carey advised the Board that Mrs. Pancoast, representing the Beacon Center, contacted the City seeking the creation of a view corridor for the upper level residences. The Beacon Center pays taxes on their view of Round Lake. They would like the City to look at removal of the trees to regain their view.

Chairman Mason questioned if the DDA could remove and replace 5-6 trees each year to rehabilitate the Bridge Street trees.

Member Taylor feels the trees are very healthy and the specific species was chosen to enhance the environment. The trees have been in place for over thirty years. There is nothing wrong with the trees.

They need maintenance. The trees are good for another 20 to 30 years. The trees were there long before the Beacon Center was built. Trees grow. The view corridors are not reserved.

Member Wallace stated that she was a part of the Shade Tree Commission that selected the species because the leaves would not clog the downtown drains. The leaves allow the sun to filter through. The trees need to be trimmed and maintained.

Member Barron reminded the Board that the Cool Cities program encouraged the expansion of the second level uses in the downtown area. One of the reasons individuals would want to live downtown is because of the views. The area near Whitney's has two rows of trees – one in the park and another along the curb line – and you are not able to see the harbor. He feels we should facilitate a filtered view.

Member Yaroch feels there is a balance between the needs of downtown businesses that cater to visitors and private residences. It took twenty years to get the trees planted. The trees are an asset for the downtown.

Member Wallace feels the City should have hired professional tree trimming people to trim the trees. The City crews are not properly trained.

Director Carey advised the Board that Street Superintendent Pat Elliott has experience with managing trees. Prior to Elliott's hiring several years ago, the tree maintenance was neglected, but is being corrected now.

Member Dipert stated that he is uncertain if it is too late. He is concerned that if we aggressively trim the trees, we may lose some of them.

Member Yaroch suggested that we contact John Campbell and ask him to prepare a report on the trees, their longevity and what can be done to achieve the goal and having the trees trimmed to create view corridors.

The Board discussed the East Park trees and health of the trees.

Mayor Carlson arrived at 5:48 p.m.

Jim and Mary Pancoast of the Beacon Center addressed the Board. The primary reason to live in downtown are is the views of Round Lake. Without the view, there is no reason to live downtown.

The Board asked Director Carey to contact Street Superintendent Pat Elliott to seek advice on the maintenance and trimming of the downtown street trees.

2. DDA Work Plan (draft)

Director Carey gave the Board an update on the status of goals established by the DDA in June 2007, shortly after the creation of the Charlevoix Downtown Blueprint 2007. A number of the goals have been completed, additional goals are in progress and a few of the goals are not achievable at this time. Several goals require constant attention. Some goals have not been aggressively pursued due to evolving priorities, funding or other factors. He asked that the Board review the goals and assist him in establishing a work plan associated with these goals and other Board objectives. A fair number of the tasks require funding and funds are tight during these lean economic times, but there are goals which may remain achievable utilizing current budget resources or other unconventional means. Still there are tasks that can be attacked with the knowledge that the current budget will not support funding for the

initiatives, but the pre-planning can be undertaken anticipating the availability of future monies. Director Carey reviewed the “Charlevoix DDA Goals” with the Board.

The Board reviewed the LED lights in the downtown area. The Board reviewed the expense replacing the broken lights. It is estimated that repair of the lights will cost \$10,000. Director Carey will contact the Street Superintendent to see if the trees could be trimmed this fall. After trimming, the broken tree lights would be replaced

Director Carey reviewed the DDA budget available funds with the Board. While Director Carey explained that spending monies now will likely mean budget reductions in the next fiscal year budget, he has budgeted funds to pay for the tree trimming and replacement lights.

Mayor Carlson recommended that the DDA approve purchasing \$5,000 in lights for the downtown trees and that the trees be trimmed by the City prior to the DDA’s contractor installing the lights. The Board will be informed if the total expenditure is over \$10,000. The Board agreed to the proposal.

Director Carey reviewed the various DDA goals with the Board. The list is attached.

Director Carey asked the Board to review the “Workplan”. He is seeking input on what should be on or removed from the list. He’d also like to set up timelines for the projects at the next meeting.

H) EXECUTIVE DIRECTOR’S REPORT

Mayor Carlson advised the Board that Director Carey’s Lansing contacts are taking steps to have a hearing on the adoption of a resolution seeking the return of a United States Coast Guard ship to Charlevoix.

The Board discussed the marina and future expansion of marina to accommodate larger boats. Keweenaw Excursions is seeking to renew their office space lease with the DDA. Chairman Mason stated that the Board would work with Keweenaw Excursions and an increase in rent for next season would be unlikely at this time.

I) MISCELLANEOUS BUSINESS

J) FUTURE AGENDA ITEMS

K) ADJOURNMENT

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

Meeting adjourned at 7:31 p.m.

Hugh Mason, Chairman

Linda Jo A. Weller, Recording Secretary

Carol A. Ochs, City Clerk