

CITY OF CHARLEVOIX
DOWNTOWN DEVELOPMENT AUTHORITY (DDA) MINUTES
Monday, November 26, 2012 — 5:30 p.m.
210 State Street, City Hall, Council Chambers, Charlevoix, MI

I. Call to Order/Pledge of Allegiance

The meeting was called to order at 5:32 p.m. by Chair Hugh Mason.

II. Roll Call of Members Present

Members Present: John Yaroch, Hugh Mason, Fred DiMartino, Dan Barron, and Kirby Dipert,
Members Absent: Gina Whitney, Jeannine Wallace, Mayor Norman L. Carlson, Jr., and Todd Wyett
DDA Director: Keith Carey

III. Approval of Agenda

Chair Mason asked if there were any objections or desired changes to the presented agenda. There were no objections. Agenda was approved as presented.

IV. Inquiry Into Potential Conflicts of Interest

Member Barron stated that he did not have any conflicts of interest; however, he did have a family obligation that would require he leave the meeting at about 6:30. Chair Mason acknowledged Member Barron's request.

V. Approval of Minutes

Motion by Member Barron, second by Member Yaroch, to approve the October 22, 2012 minutes as presented.
Motion passed by unanimous voice vote.

VI. Public Input, Not Related to Other Agenda Items

None.

VII. Old Business

None.

VIII. New Business

A. Fiscal Year 2013-14 Budget

Executive Director Carey reviewed documentation provided to the Board and answered questions. The proposed budget is based on flat revenues. The Board discussed various budget line items.

Chair Mason did not open the item to public comment, as there was no public present.

B. Renewal of Keweenaw Excursions Lease of 103 Bridge Park Drive, Unit C (Office Space #1)

DDA Director Carey presented the item and answered questions from the Board.

Chair Mason did not open the item to public comment, as there was no public present.

Motion by Member Barron, second by Member Dipert, to direct DDA staff to prepare a two-year lease with Keweenaw Excursions mirroring the term of the City of Charlevoix's dock rental agreement. The financial terms of the lease will remain at \$500 per month from May to October for the 2012-13 boating season and increase to \$525 per month May to October for the 2013-14 boating season.

Motion passed by unanimous voice vote.

IX. Executive Director's Report

Director Carey's report was included in the agenda packet. There were no comments

X. Miscellaneous Business

None.

XI. Future Agenda Items

The Board discussed changing the date of the next regular meeting, due to its proximity to the holiday [December 26]. Director Carey stated that the budget review would be the primary item on the December budget.

Member Barron left the meeting at 6:38 p.m.

The Board asked questions about the performance evaluation process for the Executive Director. Director Carey indicated that he hoped to get a performance evaluation form approved by the sub-committee, the HR Director, and the City Manager in time to distribute a blank form to all members prior to the January 2013 regular meeting. He hopes to receive his performance evaluation in January.

The Board decided to reschedule the December meeting for Monday, December 17, 2012 at 5:30 p.m.

Director Carey reminded the Board that, since they did not have a quorum, they needed to adjourn.

The Board discussed various items on the Executive Director's Report.

XII. Adjournment

Motion by Member Yarch, second by Member DiMartino, to adjourn. Motion failed due to lack of a quorum.
Failing any objection, the Chair Mason adjourned the meeting at 7:05 p.m.

Stephanie C. Brown Deputy City Clerk

Hugh Mason Chair

Carol A. Ochs City Clerk