

CITY OF CHARLEVOIX  
DOWNTOWN DEVELOPMENT AUTHORITY (DDA) MINUTES  
Wednesday, December 17, 2012 — 5:30 p.m.  
210 State Street, City Hall, Council Chambers, Charlevoix, MI

**I. Call to Order and Pledge of Allegiance**

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

**II. Roll Call of Members Present**

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

**III. Approval of Agenda**

Chair Mason stated that, barring any objections, the agenda would be approved as presented. There were no objections.

**IV. Inquiry Into Potential Conflicts of Interest**

None.

**V. Approval of Minutes**

Motion by Member Barron, second by Member Yaroch, to approve the November 26, 2012 minutes as presented.  
Motion passed by unanimous voice vote.

**VI. Public Input, Not Related to Other Agenda Items**

Chair Mason called for public comment at 5:31 p.m. There were no comments. The Chair closed public comment at 5:31 p.m.

**VII. Old Business**

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

Mr. Carey discussed the need to clarify the motion made at a previous meeting.

Motion by Member Barron, second by Member Yaroch, to pass the resolution to direct DDA staff to prepare a two-year lease with Keweenaw Excursions for \$500 per month May 2013 – October 2013 and \$525 per month May 2014 – October 2014.  
Motion passed by unanimous voice vote.

**B. Fiscal Year 2013-14 Budget Discussion**

The Board continued to discuss various line items in the proposed budget.

Director Carey provided a review of this year's Flurry Fest, which was better attended than previous years. As regards the Marketing and Promotions line item, the Board discussed Flurry Fest, the New Year's Eve Bridge Drop, and other events which could receive these funds each year. The Board discussed the impact of Flurry Fest on the retail community and the whether the funds spent by the DDA on the event are reaching their potential in this festival.

The Board discussed the impact to the budget from the elimination of the personal property tax, flat revenue projections, and the library debt service. Future year projections show the DDA's unreserved cash balance deficient by 2019. The Board discussed, at length, potential impact to the library of discontinuing a contribution to their debt service until the DDA budget situation changes. Several members recommended having the DDA Director submit a letter to the library, explaining the situation and that the DDA would be unable to contribute to the library's debt service until the budget situation changes. The Board generally agreed that they would be unable to contribute to the library's debt service, but that they would continue to look at the item each year.

The DDA Director asked for Board feedback on individual events that use Marketing and Promotions funds, such as the concert series, the movies in the park series, the PURE Michigan campaign, and the Up North Fourth event. The Board discussed these and other events, their impact on the retail community, and their cost in the DDA budget.

Chair Mason opened the item to public comment at 6:38 p.m. There were no comments. Chair Mason closed the item at 6:38 p.m.

Motion by Member John Yaroch, second by Member Fred DiMartino, to approve the fiscal year 2013-14 DDA Budget as presented.  
Motion passed by unanimous voice vote.

**VIII. New Business**

None.

**IX. Executive Director's Report**

Director Carey's report was included in the agenda packet. The Board had no questions.

X. **Miscellaneous Business**  
None.

XI. **Future Agenda Items**  
None.

X. **Adjournment**  
Motion by Member Carlson, second by Member Yaroch to adjourn.  
Motion passed by unanimous voice vote. Meeting adjourned at 6:40 p.m.

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| Carol A. Ochs/scb

City Clerk

~~Dan Barron~~ Hugh Mason

Chair