

**CITY OF CHARLEVOIX  
DOWNTOWN DEVELOPMENT AUTHORITY (DDA) MINUTES  
Wednesday, March 25, 2013 — 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 5:33 p.m. by Vice Chair Jeannine Wallace.

**II. Roll Call of Members Present**

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

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

None.

**IV. Approval of Minutes**

Motion by Member Barron, second by Member Yaroch, to approve the January 28, 2013 minutes as presented.  
Motion passed by unanimous voice vote.

Motion by Member Barron, second by Member Yaroch, to approved the March 11, 2013 minutes as presented.  
Motion passed by unanimous voice vote.

**V. Old Business**

None.

**VI. New Business**

A. Carry Over of Funds Resolution

Director Carey reminded the Board that the resolution is required to carry over unused 2012-13 DDA funds to the 2013-14 budget.

Chair Wallace opened the item to public comment. There was no public comment. The Chair closed the item to public comment.

Motion by Member Barron, second by Mayor Carlson, to adopt Resolution 2013-01 as follows:

**CHARLEVOIX DOWNTOWN DEVELOPMENT AUTHORITY  
RESOLUTION NO. 2013-01  
CARRY OVER OF FUNDS FOR PROJECTS WITHIN THE DEVELOPMENT AUTHORITY**

**WHEREAS**, The City of Charlevoix Downtown Development Authority is projecting an approximate \$614,736 fund balance as of March 31, 2013; and

**WHEREAS**, The Downtown Development Authority is in the process of prioritization and implementation of future projects; and

**WHEREAS**, The Downtown Development Authority has debt service payments;

**THEREFORE BE IT RESOLVED**, that the Downtown Development Authority, hereby earmarks its March 31, 2013 fund balance estimated at \$614,736 for implementation on the yet to be prioritized projects and to pay future years debt service payments now within their development plan, as funding allows.

**RESOLVED**, this 25<sup>th</sup> day of March, A.D. 2013

Resolution was adopted by the following yea and nay vote:

Yeas: Barron, Carlson, DiMartino, Dipert, Yaroch, and Wallace

Nays: None.

Absent: Mason, Whitney, Wyett

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

Chair Wallace opened the item to public comment. There was no public comment. The Chair closed the item to public comment.

**VIII. Executive Director's Report**

Director Carey's report was included in the agenda packet, which the Board discussed.

**IX. Miscellaneous Business**

None.

**X. Future Agenda Items**

Director Carey reminded the Board that the DDA By-laws still needed review and adoption, and stated that the item would be on the next agenda.

**XI. Adjournment**

Motion by Mayor Carlson, second by Member Yaroch to adjourn.  
Motion passed by unanimous voice vote. Meeting adjourned at 5:47 p.m.

---

Carol A. Ochs/scb

City Clerk

---

Jeannine Wallace

Vice Chair