

CITY OF CHARLEVOIX
DOWNTOWN DEVELOPMENT AUTHORITY (DDA) MINUTES
Wednesday, September 11, 2013 — 5:30 p.m.
210 State Street, City Hall, City Council Chambers, Charlevoix, MI

A. Call to Order

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

B. Invocation or Pledge of Allegiance

C. Roll Call of Members Present

Chair: Hugh Mason

Members Present: Fred DiMartino, Jeannine Wallace, Todd Wyett, John Yaroch

Members Absent: Dan Barron, Kirby Dipert, Mayor Norman L. Carlson, Jr.

D. Inquiry Regarding Possible Conflicts of Interest

None.

E. Approval of Minutes

None.

F. Old Business

Christmas Tree Lights in East Park

Community Economic Development Director Bethany Pearson stated that the members did a walk-through of East Park and discussed where to invest money for additional tree lighting. Member Wyett had made a generous offer of \$5,000 if the DDA and the City each invested \$5,000 for tree lighting. The priorities for the tree lighting were to light the five large locust trees on the east side of Bridge Street, and then the area around the Harbormaster Building and the fish pond. Director Pearson had received estimates of \$8,000 to light the five locust trees, \$2,000 to \$3,000 for the pond area, and \$1,000 for tree light maintenance. She had spoken to DPW Superintendent Pat Elliott who recommended that, before lighting the additional trees, the trees be trimmed at an estimated cost of \$2,000 to \$3,000. Superintendent Elliott also advised that the DPW budget did not include funding for trimming these trees.

Member Wyett suggested a motion that the DDA will provide the \$3,000 as a loan to the Department of Public Works to be repaid within two years and the other \$12,000 to be used to light the five trees, the Harbormaster Building and the fish pond; and if the City cannot repay the \$3,000 over two years to the DDA, then the DDA would pay the \$3,000 from the original \$15,000. Motion died for lack of a second.

Member DiMartino felt that the City should cover the cost of trimming the trees.

After discussion, Member Wyett made a motion to budget \$5,000 from the DDA in addition to his [Member Wyett's] \$5,000 contribution and \$5,000 from the City (total \$15,000) and that \$12,000 be used for tree lighting, \$3,000 for tree trimming, and that they ask the Department of Public Works (DPW) to repay the \$3,000 within two years; in the alternative if DPW can't repay the \$3,000 then the DDA continue on with the project at a total cost of \$15,000. Second by Member DiMartino. Motion passed by unanimous voice vote.

Director Pearson stated that the City is in the process of passing their new Donation Policy and this is something that may come under the new policy. She stated that this project will also have to go through the public bid process.

G. New Business

None.

H. Audience – Non-Agenda Input

None.

I. Executive Director's Report

None

J. Miscellaneous Business of the Board

None.

K. Future Agenda Items
None.

L. Adjournment
Motion by Member Yaroach, seconded by Member Wyatt to adjourn. Motion passed by unanimous voice vote. Meeting adjourned at 5:44 p. m.

Stephanie Brown/fgm

Deputy City Clerk

Hugh Mason

Chair