

City of Charlevoix
Downtown Development Authority and Main Street Meeting minutes
Monday, July 25, 2022 - 5:30 PM
Council Chambers, City Hall

1. Call to Order

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

2. Pledge of Allegiance

3. Roll Call

Chair: Maureen Owens

Members Present: Sean Bradley, Liam Dreyer, Kirby Dipert, Mayor Luther Kurtz,
Anne Oosthuizen, Paul Silva (virtually), Ron Way

Members Absent: Sam Bingham

City Staff: Lindsey Dotson, DDA Main Street Director

4. Inquiry Regarding Conflicts of Interest

5. Consent Agenda

Motion by Mayor Kurtz, seconded by Member Bradley to approve the Consent Agenda as presented.

Motion carried by unanimous voice vote.

A. Approve Minutes for June 27, 2022 Regular Meeting

Motion to approve to approve the minutes for June 27, 2022 Regular Meeting as presented.

B. Monthly Report to MEDC

Motion to approve the Monthly Report to MEDC as presented.

C. Financial Report

Motion to approve the Financial Report as presented.

D. Committee Minutes

Motion to approve the April 7, 2022 and June 2, 2022 Design Committee meeting minutes and the June 14, 2022 Economic Vitality Committee minutes.

6. Reports

A. Director's Report

Lindsey Dotson, Main Street DDA Director

Director Dotson responded to questions from the Board members regarding items in her report.

7. New Business

A. Cafe Meria Parklet Proposal

Lindsey Dotson, Main Street DDA Director

Director Dotson reviewed the positive reaction regarding the parklet concept received over the course of the community input efforts conducted by the SBEI group from MSU. The conversations about parklets focused on Bridge Street and reducing parking spaces was a concern. Chair Owens mentioned that all of the parklets reviewed by SBEI were in places that did not have parking.

Jesse Meria, owner of Cafe Meria, stated that what he was proposing would take up one (1) parking space in front of 101 Mason Street. He further reviewed the parklet proposal and responded to questions from the Board members. Discussion followed regarding allowing this parklet may set a precedent for this type of opportunity within the downtown, potential loss of parking spaces, outdoor seating, limited delivery access in the alley behind the Cafe Meria location, and potential cost to "rent" the parking space from the City for the parklet.

Motion by Mayor Kurtz to recommend that City Council approve the placement of the parklet outside of 101 Mason Street at Cafe Meria.

Motion died for lack of a second.

B. Bridge Park Building: Restroom Signage & Awning Replacement

Lindsey Dotson, Main Street DDA Director

Director Dotson stated that last year the DDA purchased new restroom signage to match the wayfinding signs, but they did not purchase signage for the public restrooms at the Bridge Park Building. In addition, the awning over the main shared entrance into the lobby of the Bridge Park building is in poor condition and needs to be replaced.

Motion by Mayor Kurtz, seconded by Member Way to purchase two (2) restroom signs for \$179.62 for placement near the Bridge Park Building public restrooms.

Motion carried by unanimous voice vote.

Motion by Member Bradley, seconded by Member Dreyer to replace the awning on the Bridge Park Building for a total cost of \$4,005.

Motion carried by unanimous voice vote.

8. Old Business

A. Wayfinding Sign Update

Lindsey Dotson, Main Street DDA Director

Director Dotson stated that ProImage Design removed the wayfinding sign pointing toward Boulder Park on Park Avenue and she had been talking to ProImage about relocation of the sign, but the sign is not large enough to be placed on US31 or M66. She stated that once she has recommendations from ProImage for relocation of the sign she will report back to the Board.

B. Big Belly Information

Lindsey Dotson, Main Street DDA Director

Director Dotson stated that during the June 27 DDA Meeting, a tentative financial

contribution from the DDA of \$25,000 was approved to support the purchase of additional Big Belly trash/recycling bins. City staff discussed the topic and made the recommendation that four (4) high capacity, solar-powered, self-compacting double units with software be purchased to greatly improve efficiency with overall removal of garbage in downtown. She stated that the Board in August 2021 decided to consider the funds for the Big Belly units for the 2022-23 budget utilizing the money in the fund balance.

Motion by Member Way, seconded by Member Oosthuizen to approve the purchase of five (5) Big Belly units for installation in the spring of 2023 contingent upon agreement with the City to split the cost 50/50.

Motion carried by unanimous voice vote.

9. Public Comment

10. Request for Future Agenda Items

Member Silva addressed the need for additional restrooms downtown and questioned if they could look at placing port-a-lets for the entire summer, not just for the Venetian Festival, at strategic locations throughout the downtown. He asked for the topic to be added to the agenda for the August meeting.

Mayor Kurtz asked to include on the next agenda a discussion regarding the SBEI Study and implementation of some of the recommendations from the Study.

Chair Owens asked staff to also provide information on the current DDA fund balance to assist in the discussion of the two (2) items for the next meeting agenda. Mayor Kurtz asked that the Director work with the City Manager to determine the cost of adding brick pavers to the alley and other amenities that do not impact the City's infrastructure.

11. Board Comments

12. Adjourn

The meeting adjourned at 6:15 p.m.

Sarah Dvoracek/fgm Clerk

Maureen Owens Chair

CHARLEVOIX MAIN STREET MISSION

The mission of the Charlevoix Main Street program is to strengthen the year-round economic vitality of our vibrant historic business district through community efforts, events, and public/private partnerships while fostering a sense of community pride and ownership.