



City of Charlevoix
DOWNTOWN DEVELOPMENT AUTHORITY/ CHARLEVOIX MAIN STREET BOARD
Monday, March 28, 2016 at 5:30 p.m.
210 State Street, City Hall, Second Floor Council Chambers, Charlevoix, Michigan

AGENDA

- A) CALL TO ORDER/INVOCATION OR PLEDGE OF ALLEGIANCE**
- B) ROLL CALL OF MEMBERS PRESENT**
- C) INQUIRY INTO POTENTIAL CONFLICTS OF INTEREST**
- D) CONSENT AGENDA**
 - 1. Main Street/ DDA Board Minutes – *February 22, 2016*
 - 2. Main Street Committee Meeting Minutes
 - 3. Revenues and Expenditures Report
- E) DIRECTOR'S REPORT**
 - 1. Presentation of Groundhog Shadow Fest Donation to Charlevoix Main Street
 - 2. Request for Work Plan Approval on the following Projects:
 - a. Customer Service Training
 - b. Craft Beer Festival
 - c. Restaurant Week
- F) OLD BUSINESS**
- G) NEW BUSINESS**
 - 1. Design Committee Discussion: *Project Next Steps*
 - 2. Proposed Executive Committee By-laws
- H) PUBLIC COMMENT**
- I) MISCELLANEOUS BUSINESS OF THE BOARD**
- K) FUTURE AGENDA ITEMS**
 - 1. Bridge Park Building: *Recommendations from Facilities Committee on needed repairs and development of maintenance plan*
 - 2. Executive Director's Performance Evaluation
- L) ADJOURNMENT**

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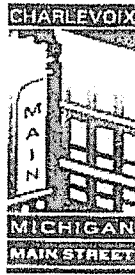
CITY OF CHARLEVOIX
DOWNTOWN DEVELOPMENT AUTHORITY/CHARLEVOIX MAIN STREET BOARD MINUTES
Monday, February 22, 2016 at 5:30 p. m.
210 State Street, City Hall, Second Floor Council Chambers, Charlevoix, Michigan

- A. **Call to Order/Invocation or Pledge of Allegiance**
- B. **Roll Call of Members Present**
Chair: Dan Barron
Members Present: Gabe Campbell, Fred DiMartino, Kirby Dipert, Dianne DuPont, Tamie Gillespie, John Kurtz, Rick Wertz, John Yaroch
Members Absent: None
City Staff: Annie Doyle, DDA/Main Street Director
- C. **Inquiry into Potential Conflicts of Interest**
None.
- D. **Consent Agenda**
1. Approval of Main Street/DDA Board Minutes – January 25, 2016
Approved/reviewed by the Board.
2. Review of Main Street Committee Meeting Minutes
Approved/reviewed by the Board.
- E. **Director's Report**
Director Doyle reminded of March 7-8 Main Street Quarterly Training in Farmington. Advised Alison Hubbard Charlevoix Area Chamber of Commerce President, would be attending with Director Doyle. Reminded of National Main Street Conference on May 22-24 and of visit from Howard Kohn of the Chesapeake Group on May 25-26 to present the Charlevoix Market Study to the community.

Director introduced Maureen Owens to provide update on the Food Truck Committee meetings. Ms. Owens summarized presentation to City Council.
- F. **Old Business** (added on to the agenda by Chair Barron)
1. Executive Committee Update
Chair Barron advised that Executive Committee had met regarding the development of the Director's Performance Evaluation and explained the process over the next few months including the submittal of a Significant Achievement Report by the Director and a subsequent closed session at the next board meeting.
- G. **New Business**
1. Outstanding Volunteer Award
Presented to Jodi Bingham.
2. Community Development Brownfield Program Overview
Presented by Don Voisin.
3. City Council Approved Budget Amendment 2015-16 and Budget 2016-17
Reviewed by Board.
- H. **Public Comment**
None.
- I. **Miscellaneous Business of the Board**
1. John Yaroch suggested setting up a facilities committee meeting within the next week with all Bridge Park Building stakeholders in attendance to create a maintenance/repair plan for the building. Director Doyle advised would schedule.

- K. Adjournment
Meeting was adjourned at 7:30 p.m.

Chair



Charlevoix Main Street Design Committee

Minutes

Tuesday, March 1st, 2016

- I. **Call To Order:** The meeting was called to order at 4:00pm by Mickey Barnhart.
- II. **Roll Call:**
 - a. **Members present include:** Mickey Barnhart, Linda Boss, John Campbell (by phone), Gail DeMeyere, Annie Doyle, John Duerr, Shirley Gibson, Scott Gilland, Amy Lalewicz, David Miles, Zach Panoff, Jeff Porter, Rick Wertz, Paul Weston, Gabe Campbell (DDA), Kirby Dipert (DDA), Diane Dupont (DDA)
 - b. **Public:** 0
- III. **Inquiry Regarding Possible Conflicts of Interest:** None
- IV. **Approval of Minutes:** February 2nd, 2016 Minutes approved as presented.
- V. **Approval of Agenda:** Agenda modified to only include discussion with DDA board members. The motion made last week by John Campbell was not allowed because it was made via phone. It can be remade (as supplied in the updated agenda) or revisited by a person in attendance or at a future date. Gail will make her presentation at a future meeting.
- VI. **Old Business:**

None
- VII. **New Business:**
 - a. **Discussion with DDA board members:** Three DDA board members; Gabe Campbell, Diane Dupont and Kirby Dipert, were present for the meeting. At their last meeting the topic of the Ice Skating Rink was brought up and concerns were raised about the lack of a survey or study done in advance of pursuing the project. It was thought best that the project was halted while the situation was reassessed and a plan to move forward was put in place. They also wish to observe the dynamics of the committee and communicate directly what they would like to see done with the Ice Skating Rink project.

Mickey Barnhart summarized the progress of the Ice Rink Project. An update was given to the board at the end of December by Bob Jess and Rick Wertz. At the next Design Committee meeting there was disagreement as to what happened at that DDA meeting. Bob Jess believed

could go towards, including tree lighting, signage, tree maintenance, and rail painting. Thinks the merchants need to be better surveyed to see if they want such a thing downtown.

John Campbell believes that Bo Boss or the person in charge of maintaining Petoskey's rinks could attend a future meeting and provide insight on what needs to be considered when planning for an ice rink.

Paul Weston thinks any rink has to have total buy in from the downtown business owners in order to stand a chance at succeeding. Without them and an ultimate community goal, then the project will likely be a waste of time, effort and money. The project has reached the point where it must be determined if it is actually a good idea or not, and the answer might be that it is not based on community and business owner feedback.

Diane Dupont stated that the other projects that were proposed by the Design Committee are more important for the downtown than the ice rink is. The project should not be built for her, speaking as a retailer.

Mickey Barnhart put forth that there has been friction between some committee members that has resulted in information not always being communicated between project participants. She does not want to go forward with those dynamics and thinks the culture needs to change to be more productive. Mickey believes Roberts Rules and a strong leader could have resolved many of the issues the committee has had thus far.

Gail DeMeyere believes the Ice Rink should be pursued in part as part of a community building effort, instead of just for economic development purposes. The atmosphere of Charlevoix should be considered as well when making these project decisions.

Rick Wertz put forth an idea for a motion that the Design Committee ask the DDA if they can hire an outside consultant to help discern if the tax payers of the City of Charlevoix, downtown business owners: 1. Want to have an ice rink downtown? 2. Would having an ice rink downtown help the business owners? 3. What type of ice rink would be suited? 4. Where should the ice rink be located? 5. How long should the skating season be? No vote was taken.

Mickey Barnhart suggested that the Design Committee get DDA approval to do a market study which will include everything in Rick Wertz's motion. Annie thought that it should be made contingent upon board approval, so they are ultimately responsible for the funds being used in such a manner.

Amy Lalewicz added that if such a study was being done, that other projects should be included, so that a priority list could be made that included all project proposals.

An ice rink was the number 3 priority identified when Charlevoix was participating in the Cool Cities study several years ago.

Annie Doyle reported that the Recreation Department had recently hired Spicer to help create a new recreation master plan, so priorities could potentially be included in their study of the



Charlevoix Main Street
Organization Committee
Meeting Minutes

Meeting Location: March 9, 2016; 8:00 a.m.; Charlevoix City Hall; First Floor Conference Room

In Attendance: John Kurtz, Dennis Kusina, Mary Chapdelaine, John Yaroch

Staff: Annie Doyle, Charlevoix MS/ DDA Executive Director

1. Call to Order by Chair Dennis Kusina at 8:00 a.m.

2. Old Business

- a. Budget/Financial Review – Director Doyle reviewed the proposed work plans and associated budgets and also advised of possible upcoming work plans.

4. New Business

- a. FY 2016-17 Fundraising Goals – John Kurtz advised would create and present at the next meeting
- b. FY 2016-17 Fundraising Work Plan Development – will be discussed at the next meeting along with fundraising goals

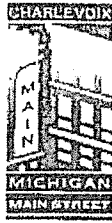
5. Project Updates

- a. www.charlevoixmainstreet.org – Director Doyle advised of continued progress on website development
- b. Email Database Development and Use – Director Doyle advised of use of constant contact database in communications and how it has increased effectiveness of communication
- c. Outstanding Volunteer Award- Director Doyle advised of Board's award as presenting to Jodi Bingham for her work on the Shop Local Campaign- Live. Life. Local.

6. Miscellaneous Business – none was discussed

7. Call for Agenda/Research Items - none were discussed

8. Adjournment - Adjourned at 9:00 a.m.



Charlevoix Main Street

Promotions Committee Minutes

March 17, 2016 City Hall; Council Chambers

- I. **Call to order:** by Carissa Mullaney at 8:02 a.m.

Members Present – Carissa Mullaney, Annie Doyle, Amanda Wilkin, Shelly Ferguson, Larry Levengood, and Maureen Owens. We would like to welcome Linda Boss to the Promotion Committee. Guests in attendance: Nancy Richmond from MacDonald Garber Broadcasting and Kate Heady.

- II. **Approval of Minutes:** February 18, 2016 – Moved: Amanda Wilkins, seconded: Maureen Owens - Carried

- III. **Old Business:**

- i. **Project Updates from Sub-Committees:**

Bridge Drop – Amanda Wilkin – This event was tabled as it is not in an active phase.

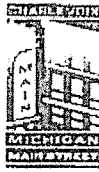
Shadowfest – Maureen Owens – Wrap up meeting was very insightful. The Committee made a lot of notes regarding ideas for the 2017 Event. Several members of the community have expressed an interest in participating. This event will be tabled from the agenda for now as it is no longer in an active phase.

Annie issued an invitation to the Promotions Committee to attend the March 28th DDA meeting at 5:30. Shadowfest will be presenting a donation check to the DDA and it would be great to have several members of the Committee there to receive as well.

Marketing & Communication Plan – Carissa Mullaney & Doug Reynolds –The Committee is still working on the application for the logo through the National Mainstreet program.

Assessment – Annie Doyle – There are still some businesses that have not responded. Annie, Amanda and Maureen have agreed to divide up these names and approach them personally for their responses. The goal is for Annie to present the results at the next meeting.

Business Promotions – Annie Doyle - There will not be a Spring Shop Local event. Shelley Furgeson let us know about the Merchant Open House downtown on Thursday, June 16th.



Charlevoix Main Street
Committee Meeting Minutes
Economic Restructuring Team
March 1, 2016 8:00 a.m.
City Hall First Floor Conference Room

1. Tim Fore called the meeting to order at 8:02 AM on Tuesday, March 1, 2016. Members Present: Annie Doyle, Maureen Owens, John Haggard, Rich Bergmann, Kirby Dipert, Fred DeMartino, Tim Fore, Allison Hubbard and Peggy DeNio.
2. There was discussion regarding the proposed Culinary/Hospitality Program and its location at the old middle school on Garfield Avenue in the City of Charlevoix. It has been proposed that this program be implemented immediately, if possible, in order to train prospective employees for the 2016 summer season. Rich Bergmann and Kirby Dipert have volunteered to contact the individuals needed to gain access to the kitchen to determine if it remains operable. This will determine if it is cost prohibitive from moving forward on this project.
3. There was discussion regarding Liquor Licenses that were available for purchase as well as licenses that remain in escrow. Rich Bergmann volunteered to research how many were still in escrow.
4. Discussion ensued regarding redevelopment licenses and the funds available to upgrade existing facilities and the question of reinvestment in someone else's property.
5. There was a recent meeting of the Downtown Business Owners. They are ordering "open" flags for store fronts. They are also concerned about the need for customer service training among employable individuals in the area. Eight stores have developed coupon sleeves to be used between them in order to increase customer visits to multiple stores when shopping in the downtown vicinity.
6. There was short discussion on the skating rink and street sweeper.
7. The meeting was adjourned at 9:25 am.

CITY OF CHARLEVOIX
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING FEBRUARY 29 2016
FUND 255 - DOWNTOWN DEVELOPMENT FUND

	PRIOR YR ACTUAL	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
REVENUE						
255-000-103 000 CURRENT PROPERTY TAX LEVY	34,772.77	00	22,722.34	37,063.00	(14,340.66)	61.31
255-000-403 001 CURRENT PROPERTY TAX LEVY T/F	379,445.72	00	300,061.48	393,086.00	(93,024.52)	76.33
255-000-420 000 DELINQUENT TAXES - DDA	2,260.95	00	47.43	00	47.43	00
255-000-445 000 INTEREST & PENALTIES - DELINQ	331.30	00	45.11	35.00	11.11	131.74
255-000-556 000 STATE GRANTS RECREATION	2,800.00	00	00	00	00	00
255-000-573 000 STATE REVENUE - OTHER	10,679.43	3,566.31	20,293.31	17,000.00	3,293.31	119.41
255-000-580 001 GRANTS - OTHER	2,150.00	00	1,300.00	00	1,300.00	00
255-000-580 002 GRANTS - FARMER'S MARKET	00	00	00	1,600.00	(1,600.00)	00
255-000-650 000 FARMERS MARKET SALES	13,367.01	00	15,960.00	15,960.00	00	100.00
255-000-651 000 FARMERS MARKET BOOTH FEES	9,397.50	550.00	11,614.00	11,064.00	550.00	104.97
255-000-665 000 INTEREST EARNINGS	719.12	640.81	959.04	500.00	459.04	191.81
255-000-668 000 RENTS & ROYALTIES - SUNSHINE	5,000.00	00	1,000.00	1,000.00	00	100.00
255-000-668 001 RENTS & ROYALTIES - KEWEENAW	13,125.00	00	2,750.00	2,750.00	00	100.00
255-000-668 002 PROPERTY RENT - BIBCO	24,698.00	00	25,852.46	25,863.00	(54)	100.00
255-000-668 003 PROPERTY RENT - ROUND LAKE GR	1,666.00	00	15,836.00	17,610.00	(1,774.00)	89.93
255-000-675 000 CONTRIB PRIV SOURCE-PARK BENC	17,135.00	00	2,600.00	2,600.00	00	100.00
255-000-675 001 CONTRIBUTIONS - TREE LIGHTS	1,325.00	00	00	00	00	00
255-000-675 002 CONTRIBUTIONS - CONCERTS	4,053.00	00	500.00	00	500.00	00
255-000-675 003 CONTRIBUTIONS - PRIVATE SOURCE	9,256.00	00	00	00	00	00
255-000-675 004 CONTRIBUTIONS - MAIN STREET	00	00	21,595.00	22,000.00	(405.00)	98.16
255-000-675 005 CONTRI PRIV-BRAND/VELOWSKY/WA	00	00	6,190.00	6,190.00	00	100.00
255-000-675 006 CONTRIBUTIONS-CRAFT BEER FEST	00	00	2,858.00	2,858.00	00	100.00
255-000-692 000 MISCELLANEOUS	9,791.33	79.33	6,154.33	6,500.00	345.67	94.68
TOTAL FUND REVENUE	542,203.13	4,836.45	458,356.50	563,679.00	(105,323.50)	81.31



MEMO

TO: CHARLEVOIX MAIN STREET/DDA BOARD OF DIRECTORS

FROM: ANNIE DOYLE, EXECUTIVE DIRECTOR

DATE: MARCH 28, 2016

SUBJECT: PRESENTATION OF GROUNDHOG SHADOW FEST DONATION

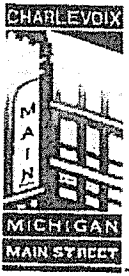
Summary/Background

Tim Fore and Maureen Owens, of the Groundhog Shadow Fest Organization, will be presenting Charlevoix Main Street with a \$2,000 donation during the March Board meeting. This donation is being generously provided in order to encourage Charlevoix Main Street's continued support of year-round events and activities in our local community. The leaders of the Shadow Fest would also like to thank the members of the Charlevoix Main Street Promotions Committee for their support and assistance. The Promotion Committee Members include: Carissa Mullaney, Jessica Anderson, Larry Levengood, Gabe Campbell, Sarah Hagan, Kevin Prior, Jean Muselik, Amanda Wilkin, Shelly Ferguson, Aaron Hagan, Jodi Bingham, Doug Reynolds, Jaq Dipert, Gail DeMeyere, Linda Boss and Kate Hedy.

This donation was part of the revenue generated from this year's second annual Groundhog Shadow Fest. The growing success of this event is due, in part, to its timing (it takes place in mid-winter) and to the dedicated and innovative leadership provided by Tim Fore and Maureen Owens – both of whom we are also proud to have as part of the Charlevoix Main Street team.

Recommended Action

none



MEMO

TO: CHARLEVOIX MAIN STREET/DDA BOARD OF DIRECTORS

FROM: ANNIE DOYLE, EXECUTIVE DIRECTOR

DATE: MARCH 28, 2016

SUBJECT: WORK PLAN APPROVAL

Summary/Background

Staff is requesting work plan approval for the following projects:

- a. Customer Service Training – This was one of the requested projects from the Downtown Business Owner's in their monthly meetings. I am developing this in partnership with the Library, Chamber and CVB and we have already scheduled tentative dates in June, secured the presenters and developed most of the content. Please see the attached work plan.
- b. Craft Beer Festival - Round Lake Group has asked that we continue to handle the liquor license application, liquor one day bond application and liability insurance for this event. We did this last year and the total cost was \$951 and the RLG generously donated back from the event a little over \$2,600 to the Charlevoix Main Street Program. The Promotions Committee is recommending approval of this project. Please see the attached work plan.
- c. Restaurant Week (April 17-23)– This is an event that spontaneously evolved out of the Promotions Committee. The project chair is Kate Heady; because I did not have Board approval on this project, she has been doing the project without Charlevoix Main Street's official sponsorship. However, it is Staff's recommendation that this retail event is worth supporting as it directly impacts sales in our downtown restaurants. Also, almost all of the restaurants downtown are participating and are very excited about this event. This project takes minimal staff output, is in the shoulder season and has a very energetic project chair in the lead. If approved, we would like to do a fall week as well this year. Please see the attached work plan.

Recommended Action

That the Board approve the proposed work plan projects.

Other Options

1. Do not approve the work plans.
2. Approve the work plans with amendments.
3. Some other action as determined by the Board.

Agenda Item E (2a)

Charlevoix Main Street

2016 Work Plan

Committee: none

Objective # To bring businesses together to cooperate and coordinate resources. To establish the foundation for collaboration, partnerships, and communication.

Project 1. Customer Service Training (identified as one of the 2016 goals in the monthly Downtown Business Owner's Meetings)

Project Manager: Annie Doyle

Project Tasks	Person Responsible	Start Date	End Date	Hours	Budget	Comments
identify what, when, where, who and how (submitted surveys to downtown business owners to assess this information)	Annie Doyle*	3/29/2016	4/30/2016	5	\$0	*This project is being facilitated through a partnership with the Charlevoix Public Library, Charlevoix Area Chamber of Commerce and Charlevoix Visitors and Convention Bureau.
recruit partners and participants/presentors	Annie Doyle	3/29/2016	5/15/2016	5	\$0	
clarify structures and refine curriculum	Annie Doyle	3/29/2016	5/30/2016	4	\$0	
market the training dates	Annie Doyle	3/29/2016	5/30/2016	3	\$200	
training overview to managers and business owners	Annie Doyle	4/18/2016	4/18/2016	3	\$0	Scheduled to take place at the regularly scheduled downtown business owners meeting.
training session 1	Annie Doyle	5/8/2016	5/8/2016	4	\$0	
training session 2	Annie Doyle	5/20/16/	5/20/2016	4	\$0	
Totals:				28	\$200	

Measurement of Success: Free Customer Service Training is provided to 50 or more employees of local businesses. Fulfill goal identified in Downtown Business Owners meeting.

Charlevoix Main Street

2016 Work Plan

Committee: Promotions

Objective # To establish the foundation for a year round economy by expanding shoulder-season activity. To establish the foundation for collaboration, partnerships, and communication.

Project 1. Craft Beer Festival - Assistance with Event Licenses, Permits, Approval and Liability Insurance

Project Manager: Annie Doyle

Project Tasks	Person Responsible	Start Date	End Date	Hours	Budget	Comments
Obtain liquor license from State: create and submit application for approval	Annie Doyle	3/29/2016	4/30/2016	1	\$100	
Obtain City Council Approval to waive 100 foot set back code requirement	Annie Doyle	3/29/2016	5/15/2016	3	\$0	
Liquor License Bond: create and submit application	Annie Doyle	3/29/2016	5/30/2016	1	\$50	
Obtain Craft Beer Festival liability insurance	Annie Doyle	3/29/2016	5/30/2016	1	\$801 (price based on last year's cost)	
Apply for a Mass Gathering Permit from City Clerk	Annie Doyle	3/29/2016	5/30/2016	30 minutes	\$0	
Totals:				6	\$150	

Promotions Committee

3/24/2016

Charlevoix Main Street

2016 Work Plan

Committee: Promotions

Objective # To establish the foundation for a year round economy by expanding shoulder season activity. To bring businesses together to cooperate and coordinate resources. To establish the foundation for collaboration, partnerships, and communication.

Project 1. Provide support for Charlevoix Restaurant Week

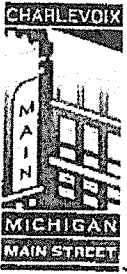
Project Manager: Kate Heady

Project Tasks	Person Responsible	Start Date	End Date	Hours	Budget	Comments
assist in event marketing and messaging (creation of flyers, website content, press releases, etc.)	Annie Doyle	3/29/2016	4/30/2016	4	\$0	
Assist project manager as needed	Annie Doyle	3/29/2016	4/30/2016	2	\$0	
Develop detailed work plan for possible November Restaurant Week	Kate Heady and Annie Doyle	4/30/2016	6/30/2016	2	td	
Totals:						
				8	\$0	

Measurement of Success: Reports of increased sales during the week of April 17-23 from participating downtown restaurants.

Promotions Committee

3/24/2016



MEMO

TO: CHARLEVOIX MAIN STREET/DDA BOARD OF DIRECTORS

FROM: ANNIE DOYLE, EXECUTIVE DIRECTOR

DATE: MARCH 28, 2016

SUBJECT: DESIGN COMMITTEE – PROJECT NEXT STEPS

Summary/Background

Design Committee Members

Co-Chairs: John Campbell and Mickey Barnhart

Members: Rick Wertz, Dave Miles, Linda Boss, Bob Jess, Amy Lalewicz, Gayle DeMeyere, John Duerr, Jeff Porter, Paul Weston, Shirley Gibson, Scott Gilland

Staff: Annie Doyle, Charlevoix Main Street/DDA Executive Director

Zach Panoff, City of Charlevoix Interim Planning Director

At the February 22, 2016 Main Street/DDA Board meeting, a motion was made to halt work on the Design Committee's ice rink research project in order to allow the Board time to visit with the Design Committee, assess the project and ultimately determine the best way to facilitate the project's future trajectory and goals. On March 1, 2016, Main Street/DDA Board members, Kirby Dipert, Diane Dupont, Gabe Campbell and Rick Wertz (who is also a Design Committee member) attended the regularly scheduled Design Committee Meeting. During this meeting, the Board members requested the Design Committee's attendance at the March 28, 2016 Board meeting to further discuss the best way forward with the ice rink research project. Please see the attached Design Committee meeting minutes for a more detailed summary of the meeting.

Recommended Action

It is Staff's recommendation that the Board ask the Design Committee members for their recommendations on moving forward with the ice rink project.

From an organizational standpoint, it is also Staff's recommendation that the Board choose from one of the following options:

1. Hire a neutral third-party professional to assess project feasibility in terms of potential usage and economic impact to the downtown area; findings would be reported during a regularly scheduled Board meeting.
2. Create a new "Ice Rink Research Committee" that is a separate entity from the Design Committee and reports directly to the Board on a regular (or as needed) basis; facilitate the creation of a new, more detailed, work plan designed to foster improved communication and clarification of roles and responsibilities.
3. Continue to move forward with the project as part of the Design Committee and facilitate the creation of a new, more detailed, work plan designed to foster improved communication and clarification of roles and responsibilities.
4. Table the ice rink research project indefinitely.

Some other action as determined by the Board and the Design Committee.



MEMO

TO: CHARLEVOIX MAIN STREET/DDA BOARD OF DIRECTORS

FROM: ANNIE DOYLE, EXECUTIVE DIRECTOR

DATE: MARCH 28, 2016

SUBJECT: PROPOSED EXECUTIVE COMMITTEE BY-LAWS

Summary/Background

Please find attached for your review, a draft of proposed by-laws for the Charlevoix Main Street/DDA Executive Committee.

This policy document is recommended for use by Mark Heydlauff, City Manager; and was developed to aide in the clarification of the newly formed Executive Committee's powers and responsibilities.

Recommended Action

Staff recommends approval of the proposed draft entitled *Charlevoix Downtown Development Authority/Main Street Executive Committee Policy*.

Other Options

1. Do not approve
2. Approve with amendments
3. Table for further discussion and/or research

Charlevoix Downtown Development Authority/Main Street Executive Committee Policy

Introduction

To best manage the various programs, committees, and staff of the Charlevoix Downtown Development Authority/Main Street Program, the Board of Directors hereby creates an Executive Committee to act on behalf of the full board in such circumstances as may be outlined below and to be composed of the members as described below.

Membership

The Executive Committee shall be comprised of the Board Chair, the Board Vice-Chair, the Mayor (or the person whom the Mayor may appoint to represent him or her), and a member at large as elected by the Board of Directors.

The Executive Director is not a member, shall have no vote, but shall attend all meetings unless excused by the Chair. The Executive Director shall be responsible to give notice of meetings of the Committee pursuant to the Open Meetings Act, shall take minutes of Committee meetings, and forward these to the City Clerk for proper record keeping under the Open Meetings Act and the Freedom of Information Act.

Organization

Meetings may be called by the Chair or the Executive Director for the following purposes: to transact necessary, timely business of the Authority; to transact matters the Board of Directors may refer to it; and, any other matter the Committee may have due authority to conduct under this policy.

At least three Committee members shall constitute a quorum for the conducting of business by the Committee. The Board Chair shall serve as Chair of the Committee with the Board Vice-Chair serving as Vice-Chair of the Committee.

The Committee shall follow Robert's Rules of Order.

The Committee shall be known as the Executive Committee of the Charlevoix Downtown Development Authority and shall be designated as a public body under Michigan law. For purposes permitted in the Open Meetings Act and in accord with the requirements of the Act, the Committee may enter closed session.

Powers & Responsibilities

The Executive Committee shall have management oversight of the Authority affairs including personnel, finance, and other matters referred to it by the Board.

The Committee shall specifically be responsible for the following items:

- Purchases or decisions for which a timely answer is needed between meetings of the Board.
- Periodic review of the Executive Director and other staff the Authority may employ.
- The negotiation of contracts and agreements on behalf of the Authority.
- Reviewing and recommending policy proposals to the Board.
- Periodic review of the Authority's by-laws and recommendation of modifications to the Board.
- Representing the Authority before or with other governing boards.