

CITY OF CHARLEVOIX
DOWNTOWN DEVELOPMENT AUTHORITY / MAIN STREET MEETING
Monday, July 23, 2018 at 5:30 p.m.
210 State Street, Charlevoix, Michigan

1. Call to Order

2. Pledge of Allegiance

3. Roll Call

Chair: Kirby Dipert

Members Present: Richard Christner, Fred DiMartino, Luther Kurtz, Carissa Mullaney, Maureen Owens, Amanda Wilkin

Members Absent: Rick Wertz

Non-Voting Member: Sean Bradley

City Staff: Lindsey Dotson, Executive Director

4. Inquiry into Potential Conflicts of Interest

5. Consent Agenda

A. Regular Meeting Minutes – June 25, 2018

B. Committee Minutes

C. Monthly Reports – May & June

Motion by Member Mullaney, second by Member Christner to approve the Consent Agenda items as presented. Motion passed by unanimous voice vote.

6. Reports

A. Director's Report

Member Owens questioned how the registration was going for the *Practical Preservation Workshop* and Director Dotson replied that there were four attendees to the first session.

7. Old Business

8. New Business

A. Bylaws Provision – Charitable Gaming

Director Dotson stated that the Board needed to vote to amend the By-Laws to state that “we will remain a non-profit entity forever”.

Motion by Member Owens, second by Member Christner to amend the Charlevoix Downtown Development Authority *Bylaws of Authority* to include a provision indicating that the organization will remain nonprofit forever as requested by the State of Michigan Bureau of State Lottery. Motion passed by unanimous voice vote.

B. Main Street Board Assessment Tool

Director Dotson stated that a new board performance self-assessment tool was sent to them by Michigan Main Street and the purpose was to allow them to identify, based on the Board's input, the services that they will award to the DDA. She asked the members to complete the self-assessment and return it to her by August 16th.

C. Shuffleboard Court Donation

Director Dotson stated that a request was submitted by Todd Wyett for the DDA to consider the installation of two shuffleboard courts in Bridge Park which would be paid for by private donations. She stated that Mr. Wyett also proposed additional ideas. Mayor Kurtz suggested that they discuss each idea individually.

Director Dotson stated that at this point, none of the shuffleboard details have been worked out. Members discussed upkeep/maintenance, alternative locations, and the need for green space. It was noted that the Planning Commission was generally in favor of the idea but, suggested other locations. The Board agreed to have Director Dotson take this project idea to the Design Committee for vetting and recommendations.

Director Dotson stated that the second proposal was for flowers down the Channel inside the railings with a solar powered self-watering system. Discussion followed regarding the proposal including the upkeep/maintenance costs, the amount of wind that comes down the Channel, suggestion to talk to the *Keep Charlevoix Beautiful* group to get their input, possible fisherman concerns, whether volunteers would be available to help with the upkeep, lights along the Channel, and suggestion for a feasibility study to investigate the proposal more. The Board concurred to have Director Dotson contact Mr. Wyett to see if he was willing to fund some type of study regarding the costs, including installation and upkeep, and what would happen during the winter.

Director Dotson stated the third proposal was display large photos of Charlevoix on the lampposts downtown. She recalled that during their work planning and budget process, the Board turned down the idea of pole banners because of concerns about clutter downtown. The Design Committee was working on something similar to this which has been an ongoing project – high quality resolution photos to place in storefronts during the winter, or a historical plaque system. She felt that including Mr. Wyett in the Design Committee discussion would be helpful.

9. Public Comment

10. Request for Future Agenda Items

11. Board Comments

Chair Dipert stated there was some confusion regarding the 2018 Venetian donation. Director Dotson recalled that they donated \$1,200 to the Venetian Festival based on the DDA budget. Chair Dipert noted that the new policy allotted \$10,000 for donation purposes to support various events with the maximum donation being \$2,500, so he recommended that the DDA donate \$2,500 to the Venetian Festival. Director Dotson stated that the DDA also paid about \$1,000 for the movie and moving of the sound system for Venetian. She stated that the DDA gave Venetian \$1,500 as a sponsor this year. Discussion followed regarding sponsorships, in-kind contributions, and shadow season events. Member Wilkin asked that the Director remind Venetian of the in-kind contribution as well.

Motion by Member Owens, second by Member Christner to amend their contribution from \$1,500 to \$2,500 for the 2018 Venetian Festival. Motion passed by unanimous voice vote.

Member Owens announced that she will was unable to attend the next Board meeting.

12. Adjourn

Motion by Member Christner, second by Member DiMartino to adjourn the meeting. Motion passed by unanimous voice vote. Meeting adjourned at 5:25 p.m.

Joyce Golding/fgm

City Clerk

Kirby Dipert

Chair