

CITY OF CHARLEVOIX
DOWNTOWN DEVELOPMENT AUTHORITY / MAIN STREET MEETING
Tuesday, May 28, 2019 at 5:30 p.m.
210 State Street, City Hall, Charlevoix, Michigan

1. Call to Order

2. Pledge of Allegiance

3. Roll Call

Chair: Maureen Owens

Members Present: Kirby Dipert, Sam Bingham, Richard Christner, Luther Kurtz, Paul Silva, Rick Wertz, Amanda Wilkin, Sean Bradley

Members Absent: None

City Staff: Lindsey Dotson, Executive Director

4. Inquiry into Potential Conflicts of Interest

5. Consent Agenda

A. Minutes

B. Committee Minutes

C. Monthly Reports

D. 2019 Tax Rate Request Form

Chair Owens questioned the amount raised at the LCBC fundraising event for Hoop Skirt Alley and Director Dotson stated the amount was \$250. Member Wilkin arrived at the meeting at this time.

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

6. Reports

A. Director's Report

Chair Owens questioned the shape of the pictures going up in Hoop Skirt Alley and Director Dotson stated that they would be square.

Director Dotson summarized how the *Match on Main Small Business Grant Program* worked. She stated in the beginning they had eight businesses interested in applying for the grant, but since that time they have learned that the business must be new or activating under-utilized space in the downtown area. Using this criteria only one applicant was eligible.

B. Easter Egg Hunt Report

Sarah Hagan of the Charlevoix Chamber of Commerce stated that the Easter Egg Hunt attendance varies year to year and that there were 600-700 children in attendance this year.

7. Old Business

Chair Owens stated that the Radio Proposal that was tabled at the previous meeting did not need to be discussed at this time since it was tabled with a timeline for discussion during the next budget process.

Motion by Mayor Kurtz, second by Member Dipert to remove Item 7.B from the agenda. Motion passed by unanimous voice vote.

A. Snowmelt System Feasibility Study Proposal

Director Dotson stated that she contacted *GMB Architecture & Engineering* in Holland, MI to discuss the expense for a snowmelt system in Charlevoix. She stated the engineering proposal from GMB included two prices, one for 2019 (\$12,500) and for 2020 (\$13,200). Director Dotson stated that the DDA did have a Fund Balance where this expense would need to come from if the Board chose to go forward with this study. Discussion followed regarding the estimated cost of an actual snowmelt system. Director Dotson stated that to go forward with constructing such a system the DDA would have to go out for TIF financing via a bond issuance and do an assessment on the downtown businesses for maintenance costs.

Motion by Member Wilkin, second by Mayor Kurtz to table the Snowmelt System Feasibility Study until the next scheduled Board meeting. Motion passed by unanimous voice vote. Member Wilkin added to the motion that Director Dotson send a letter to the DeVos Foundation who did the Market Study in 2016 to ask a) if they would be willing to fund the Study and b) would they consider funding part of the construction cost of the project. Mayor Kurtz seconded the amended motion and the amendment passed by unanimous voice vote.

B. Radio Proposal from Joe Charlevoix

Item removed from the agenda.

C. AmeriCorps VISTA Application

Director Dotson stated that she submitted the VISTA Application and the Charlevoix DDA was accepted as a host site. She stated that if the Board agreed they could discuss the position requirements/duties during the work session.

Motion by Member Wilkin, second by Member Christner to accept Host Site status for a CEDAM's AmeriCorps VISTA member and to work on a job description to include tasks based on priorities set at the Work Session today. Motion passed by a 7 to 2 roll call vote:

Yeas: Bingham, Bradley, Christner, Kurtz, Owens, Silva, Wilkin

Nays: Dipert, Wertz

8. **New Business**

Chair Owens welcomed Sean Bradley as an official voting member of the DDA duly elected by the City Council.

A. Venetian Festival Sponsorship Request

Director Dotson stated that the request was for \$2,500 plus Main Street Monday expenses (\$600 for movie alone) which would put the DDA at the Admiral level of sponsorship.

Motion by Member Dipert, second by Member Wertz to approve a \$2,500 sponsorship for Charlevoix Venetian Festival. Motion passed by unanimous voice vote.

9. **Public Comment**

10. **Request for Future Agenda Items**

11. **Board Comments**

12. **Adjourn**

Motion by Member Wertz, second by Member Christner to adjourn the meeting. Motion passed by unanimous voice vote. Meeting adjourned at 6:01 p.m.

Joyce Golding/fgm

City Clerk

Maureen Owens

Chair