CITY OF CHARLEVOIX
DOWNTOWN DEVELOPMENT AUTHORITY / MAIN STREET MEETING
Monday, June 24, 2019 at 6:00 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:	Sam Bingham, Sean Bradley, Richard Christner, Kirby Dipert, Luther Kurtz, Paul Silva, Amanda Wilkin
Members Absent:	Rick Wertz
City Staff:	Lindsey Dotson, Executive Director

4. Inquiry into Potential Conflicts of Interest

5. Consent Agenda

A. Committee Minutes
B. Minutes
C. Monthly Reports
D. Memorandum of Understanding with CEDAM

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

6. Reports

A. Director's Report

Director Dotson stated that she added important dates to the Report including the Bridge Lighting Ceremony.

7. Old Business

8. New Business

A. Summary of Work Session & Establishment of Updated Goals

Chair Owens recalled that at their last Work Session the Board agreed to focus their efforts on the SBEI study recommendations and workforce housing. Member Wilkin questioned if they had heard anything about the SBEI funding and Director Dotson stated that the response was not positive at this point.

Motion by Member Dipert, second by Mayor Kurtz to establish two priorities of the Main Street DDA Board including the implementation of the SBEI study recommendations and addressing workforce housing issues in the downtown. Motion passed by unanimous voice vote.

B. Façade Grant Applications

Director Dotson felt that Member Silva had a conflict of interest and he recused himself.

Director Dotson stated that the Design Committee received two applications for the first round of funding in the 19/20 fiscal year: Hotel Earl and the building where North Coast Properties and Morning Dew Café is located. The Design Committee recommended a $2,300 grant for Morning Dew Cafe (LSB Ventures) and a $10,000 grant for Hotel Earl. The item was opened and closed for public comments as there were none.

Motion by Member Bradley, second by Member Christner to award a Façade Grant to Hotel Earl in the amount of $10,000 and LSB Ventures in the amount of $2,300.

Yeas: Bingham, Bradley, Christner, Dipert, Kurtz, Wilkin, Owens
Nays: None
Absent: Wertz
Abstain: Silva

C. <u>Coworking/Business Incubator Space</u>

Member Silva returned to the dais. Director Dotson stated that the office space below the Huntington Bank Building is currently available for rent for $1,000 per month including utilities. She described the 2,000 square foot space and the available parking. She stated that she had worked up a rough budget and that upfront costs would include decorating to make the space attractive to entrepreneurs. She felt that it was essentially a breakeven proposition.

Member Christner questioned if there was any current interest in renting the spaces. Laura Simmons, Economic Vitality Committee member, stated that she had a home office and would love to have such a space and she felt that others in her network would be able to recruit people to fill the spaces. Director Dotson responded to questions as the Board discussed the pros and cons. Mayor Kurtz and Member Wilkin expressed their concerns.

Motion by Member Bingham, second by Member Christner to authorize the Executive Committee to enter into a lease for the office space at 201 State Street to be used as a coworking/business incubator for Charlevoix and to amend our 2019/2020 budget to include a line for this project in both the expense and income sections with expenses not to exceed $26,000.

Yeas: Bingham, Bradley, Christner, Dipert, Wilkin, Owens, Silva
Nays: Kurtz
Absent: Wertz

Chair Owens noted that the Executive Committee would meet to review the lease and make plans to move. Director Dotson suggested that they could coordinate a site visit.

9. Public Comment

10. Request for Future Agenda Items

Member Silva explained that some cities have a live traffic person directing pedestrians and cars at busy intersections and he felt that was needed at Clinton and Bridge Streets. Chair Owens recalled the City Manager advising Council that MDOT would be reviewing that intersection in 2020. The Board supported the idea and asked the Director to speak to the Police Chief about the proposal. Mayor Kurtz questioned if the DDA would consider paying a portion of the cost to have a traffic control person during the summer months. Member Wilkin stated that they need to be aware that online complaints are becoming more common.

11. Board Comments

12. Adjourn

Motion by Member Dipert, second by Mayor Kurtz to adjourn the meeting. Motion passed by unanimous voice vote. Meeting adjourned at 6:45 p.m.

Joyce Golding/fgm	City Clerk	Maureen Owens	Chair