

CITY OF CHARLEVOIX
DOWNTOWN DEVELOPMENT AUTHORITY / MAIN STREET MEETING
Monday, July 22, 2019 at 6:00 p.m.
210 State Street, City Hall, Charlevoix, Michigan

1. Call to Order

2. Pledge of Allegiance

3. Roll Call

Vice Chair: Richard Christner

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

Members Absent: Maureen Owens

City Staff: Lindsey Dotson, Executive Director

4. Inquiry into Potential Conflicts of Interest

Mayor Kurtz suggested removing the Round Lake Group lease from the agenda until they had enough information for discussion and it could be added to the next meeting's agenda.

Motion by Mayor Kurtz, second by Member Dipert to take the Round Lake lease item off the agenda. Motion passed by unanimous voice vote.

5. Consent Agenda

A. Minutes

B. Monthly Reports

Motion by Member Bingham, second by Member Silva 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 received feedback from *Brian's Ice Cream Experience* regarding their cooperative ad campaign. They indicated that it had been their best summer ever and would participate in this campaign next year.

Director Dotson reported that more discussion was needed with Chief Doan about utilizing crossing guards during events. She noted that she would draft the letter to the DeVos family for funding a feasibility study for the snowmelt system. Director Dotson was asked to serve on the *Education Committee* for the *National Main Street Conference*.

B. Entrepreneurial Ecosystem Technical Assistance Report

Director Dotson stated that the Economic Vitality Committee planned a special meeting on August 6th to discuss the findings of the Report.

C. Sidewalk Sales Update

Sara Hagan, Chamber of Commerce, stated that they want to enhance Sidewalk Sales in August by using the East Park sidewalk for non-downtown Chamber member businesses to set up as vendors.

D. AmeriCorps VISTA Member Update

Director Dotson stated that they received three applications for the AmeriCorps VISTA position and they would be conducting another interview next week. If they do not select a candidate by the July 23rd deadline, an extension will be granted with a new start date of September 3, 2019.

7. Old Business

8. New Business

A. Charlevoix County Ignite Sponsorship Request

Director Dotson explained the program and competition in detail. She stated that Consumers and DTE Energy contributed money for all of the pitch events which includes Charlevoix, Antrim and Cheboygan Counties. Discussion followed regarding the \$2,500 silver level sponsorship, current DDA sponsorship funds, other events supported by

sponsorships, limitations on the number of times an event can be sponsored, and status of other Main Street contributors. Member Wilkin recalled that all sponsorship dollars are budgeted before the year starts.

Motion by Member Silva, second by Member Dipert to approve a sponsorship for the Charlevoix County Ignite pitch competition at the Honorable Mention level of \$500. Motion passed by unanimous voice vote.

9. Public Comment

10. Request for Future Agenda Items

Vice Chair Christner recalled that they identified some goals during a recent work session. Director Dotson stated that she had not heard anything regarding SBEL and assumed that the funding opportunity had passed. She stated that the next step could be issuing a Request for Qualifications to get a firm to help them through the process.

Member Wilkin thanked Director Dotson and the City Manager for prohibiting an NLEA event from using our logo.

11. Board Comments

12. Adjourn

Meeting adjourned at 6:38 p.m.

Joyce Golding/fgm

City Clerk

Richard Christner

Vice Chair