CITY OF CHARLEVOIX
DOWNTOWN DEVELOPMENT AUTHORITY / MAIN STREET MEETING
Monday, August 26, 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
Vice Chair: Richard Christner
Members Present: Sam Bingham, Sean Bradley, Kirby Dipert, Paul Silva, Amanda Wilkin
Members Absent: Luther Kurtz, Rick Wertz
City Staff: Lindsey Dotson, Executive Director

4. Inquiry into Potential Conflicts of Interest

Member Wilkin stated that she would recuse herself from the vote on Item 6.B.

5. Consent Agenda

A. Minutes
B. Monthly Reports
C. Committee Minutes

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 announced that the Michigan Retailers Association would be hosting a "*Michigan's Best"* Video Launch Party regarding the Celebrate Charlevoix on Video project on Tuesday, August 27th. Members Bradley, Dipert, Wilkin, and Chair Owens stated that they would attend the *State of the Community Luncheon* on September 10th. Director Dotson mentioned the *National Main Street Board Check In* on August 29th, and she asked that the members complete the questionnaire that was included in the agenda packet.

Member Dipert confirmed that the DeVos' approached the DDA directly in reference to the City of Charlevoix Economic Development proposal and priorities to continue to grow the economic development vitality of the community.

B. Memorandum of Understanding with Visit Charlevoix

Member Wilkin stated that the Charlevoix Visitors Bureau completed a Strategic Plan in September 2018 and one of their goals was to complete a Memorandum of Understanding (MOU) to reduce duplication and overlap amongst organizations. Visit Charlevoix drafted the MOU between Visit Charlevoix, Charlevoix Area Chamber of Commerce, the City, and the DDA to identify roles and responsibilities of each organization as they continue to move forward with partnerships. She stated that the MOU was a "gentleman's agreement", not a legal, binding document. She reviewed the five goals of the MOU and responded to questions from the Board members.

Motion by Member Christner, second by Member Silva to support the general idea of the Memorandum of Understanding as presented to the DDA and have it for final review once the other Boards have reviewed and approved the document. Motion passed by unanimous voice vote with Member Wilkin abstaining.

C. The Vault Co-Working Space Pro Forma & Biz Plan

Director Dotson introduced Jayne Lynskey as the new AmeriCorps VISTA member. Director Dotson stated that she would be applying for grant funds for The Vault Co-Working Space, and further explained some of the related expenses. She stated that they still needed furniture, TV and paint donations, and they were hoping to open September 9th. Director Dotson responded to questions from the Board members regarding the proposed rental fees for spaces. Member Dipert suggested bumping the monthly rental fees by $50 and the Board members concurred. Member Bingham stated that he did see a possible $10,000 deficit for this program the first year and Chair Owen stated that they needed to have an understanding that there would be a deficit and that the first year included many start-up costs. Discussion followed regarding signage, off-street parking, and marketing expenses.

D. DDA Financials
Director Dotson pointed out the variances in various line items within the budget and stated they were doing well with their Main Street contributions and she was confident that they would exceed their goal this year. She responded to questions from the Board members.

7. Old Business

A. Coworking/Business Incubator Space Lease – The Vault
Director Dotson stated that during the June meeting the Board authorized the Executive Committee to enter a lease for the space below Huntington Bank at 201 State Street. The lease was reviewed and approved by the City Attorney.

B. Creation of a Bridge Park Building Committee
Chair Owens stated that the oversight of leases and property maintenance at the Bridge Park Building has been lax which has resulted in some recent issues that were brought to her attention. She felt they should reinstitute some sort of committee that meets twice a year and walks through and reviews the building conditions.

Motion by Member Bradley, second by Member Dipert to reinstitute a Bridge Park Building Committee for the semi-annual review of the health and well-being of their building. Motion passed by unanimous voice vote. Chair Owen stated that the Committee would consist of Members Silva, Dipert and Wertz if he was able to be on the Committee. The Committee would be responsible for coming up with a punch list of maintenance and cleaning issues for the tenants to address.

8. New Business

A. The Vault Logo
Director Dotson stated that Carissa Mullaney created some logos that she circulated among the members of the Remote Office/Home Office Collaborative Committee and after votes were tallied, Logo 1 was the winner.

Motion by Member Christner, second by Member Bradley to approve Logo 1 as the logo for the Vault Co-working Space. Motion passed by unanimous voice vote.

9. Public Comment

10. Request for Future Agenda Items

Chair Owen stated that the Trails Council was working on bringing the bike path into downtown Charlevoix and the trail had received a vote of confidence from the City.

Director Dotson stated that the Design Committee launched into a larger conversation about assessing the accessibility of the downtown and doing a study to determine if there were areas where accessibility could be improved. Discussion followed regarding an overall accessibility study for the downtown area.

Member Dipert referenced an area near the mailboxes in the parking lot that has been overtaken by weeds and the pump house area in the parking lot that was also poorly maintained. He suggested eliminating those planting areas to provide scooter parking. Chair Owen stated that it was an egregious waste of City staff time to daily pick up grass clippings and branches.

11. Board Comments

12. Adjourn

Motion by Member Bradley, second by Member Dipert to adjourn the meeting. Motion passed by unanimous voice vote. Meeting adjourned at 7:30 p.m.

Joyce Golding/fgm City Clerk

Maureen Owens Chair