CITY OF CHARLEVOIX
DOWNTOWN DEVELOPMENT AUTHORITY/MAIN STREET MEETING
Monday, August 24, 2020 at 5:30 p.m.
Council Chambers, City Hall

1. Call to Order

2. Pledge of Allegiance

3. Roll Call

Vice Chair:	Richard Christner
Members Present:	Sean Bradley, Kirby Dipert, Luther Kurtz, Paul Silva, Amanda Wilkin
Members Absent:	Sam Bingham, Maureen Owens
Non-Voting Member:	Liam Dreyer
City Staff:	Lindsey Dotson, Executive Director

4. Inquiry Into Potential Conflicts of Interest
Member Dreyer felt he may have a conflict with Item 7.A. Mayor Kurtz stated that he would also have a conflict of interest with the Charlevoix Cinema item.

5. Consent Agenda
A. Monthly Report
B. Committee Minutes
C. Minutes

Member Bradley stated that on the Regular Meeting Minutes of July 27th, under Item 7-A, New Business, he did not bring up the issue of "estimated annual revenue of $16,000".

Motion by Member Bradley, second by Member Dipert to approve the Consent Agenda items as presented. Motion passed by unanimous roll call vote.

6. Reports
A. Director's Report
Discussion followed regarding the inclusion of the Director's details regarding weekly activities in the Report. Mayor Kurtz indicated that Chair Owens could not attend this meeting, but wanted to participate in the Executive Director Evaluation at the next meeting.

Motion by Member Wilkin, second by Member Silva to move the Executive Director Evaluation to the September meeting. Motion passed by unanimous roll call vote.

7. New Business
A. Charlevoix Cinema III Fundraiser Event
Non-Voting Member Dreyer and Mayor Kurtz recused themselves. Director Dotson stated that Charlevoix Cinema III was working to raise funds to keep their doors open as ownership transitions from Luther and Mary Kurtz to Tom Jillson and his family. She described the proposed fundraiser event as a way to showcase the theater. Mr. Jillson described other fundraising ideas and he hoped the DDA could generate some interest in the community to help keep the theatre open. He stated that the GoFundMe campaign was asking for $75,000 to help fund the theatre through November. Mr. Jillson responded to questions from the Board and Members expressed their support for the theatre.

The item was opened to the public.
- Sarah Hagen, Charlevoix Chamber of Commerce, supported the theatre and their request for the special screening.

The item was closed to the public.

Motion by Member Dipert, second by Member Bradley to approve moving forward with a special screening of the documentary *Urban Century, America's Return to Main Street* as a fundraiser for the Charlevoix Cinema III. Motion passed by unanimous roll call vote with Mayor Kurtz abstaining.

B. Charlevoix Partnership Considerations
Mayor Kurtz and Member Dreyer returned to the meeting. Ms. Hagen stated that the Chamber was open to more options and was looking for Board direction to draft an amendment to the agreement for the rest of 2020 to know what the Board wants to exchange, or new events that they want to try to do virtually, more general promotion of downtown businesses or more promotion what the DDA is working on. Discussion followed regarding possible events through the remainder of 2020 and the first half of 2021. Mayor Kurtz felt that there would not be a holiday parade this year and Ms. Hagen felt that there were ways to safely do a parade.

The item was opened for public comment and there was none.

Motion by Member Dipert, second by Member Bradley to table this item to allow Ms. Hagen to return with more information and answers to questions from the Board. Motion passed by unanimous roll call vote.

C. Charlevoix County Community Foundation Grant Application

Director Dotson sought permission to apply for the Geographic Enrichment Cycle grant from the *Charlevoix County Community Foundation* to support the Charlevoix Zoo project or other initiatives that the DDA may discuss. Mayor Kurtz stated that Chair Owens had concerns regarding the amount of staff time involved in writing the grant application. Director Dotson stated that this application was a simpler one and would most likely only take one day of her time.

The item was opened for public comment and there was none.

Motion by Mayor Kurtz, second by Member Wilkin to approve applying for the Geographic Enrichment Cycle Grant through the *Charlevoix County Community Foundation* pending approval of the Charlevoix City Council and pending confirmation that the DDA will have final say on the design before they give out the money. Motion passed by unanimous roll call vote.

D. Goals Discussion and Updates on Progress

Director Dotson outlined the two main goals that the DDA had invested in the Downtown Plan and the Market Analysis Report, and she reviewed the programmatic goals established during the last visioning session in May 2019 and the TIF Plan renewal process. Discussion followed regarding the SBEI Report and Affordable Housing goals. Director Dotson stated that she was working closely with the City Manager, Community Development Fellow, and Department of Public Works to consider all aspects of moving forward with the recommendations of the SBEI Report. She stated that the end result will be a block by block plan that incorporates design element improvements along with infrastructure improvements that are possible. Mayor Kurtz referenced the July City Council meeting where the Walkability Study was discussed in particular regarding the 300 block of Bridge Street.

Director Dotson identified three budget items that have already been cut: AmeriCorps VISTA ($5,500), Technical support ($3,700), and Concerts ($4,510). Discussion followed about Restaurant Week and Director Dotson stated that they were considering a carryout type of event instead of "dine in" and she would bring back more information to the next meeting. Vice Chair Christner asked for more information on the Workforce Housing initiative for the next meeting as well, and what could be accomplished with the SBEI Report.

8. Old Business

A. Long Road Distillers Lease Discussion

Vice Chair Christner recalled that Long Road Distillers asked to remain in a holding pattern for the time being given the COVID-19 uncertainty, and requested a meeting with him in late September. Vice Chair Christner recommended that they post the space for lease and consider utilizing a broker to do so as well as having Long Road Distillers move forward with their liquor license application process. He stated that they would be allowed to show the property at the end of September.

The item was opened for public comment and there was none.

Motion by Mayor Kurtz, second by Member Dipert to post the space and ask the Vice Chair and the Director to find a broker to list it. Motion passed by unanimous roll call vote.

Vice Chair Christner stated that if there were no objections, he proposed to move Item 8-C ahead of 8-B. There were no objections.

A. The Vault Co-Working Space Year in Review

Director Dotson stated that they had 29 paying members and revenues were $18,102.86. She stated that because of startup costs and the $6,000 affiliated with the AmeriCorps VISTA program, they were not projected to make a profit until September 2022 if income and expenses were to remain similar to this past year. Director Dotson responded to questions from the Board members.

Motion by Mayor Kurtz, second by Member Bradley to give notice that they were going to cancel the lease and re-negotiate. Member Dipert stated that it doesn't build a lot of confidence in our existing numbers as far as retention. Member Wilkin questioned if they could ask the landlord to extend the lease for one month. Mayor Kurtz amended his motion to request an extension first before going through a cancellation and if they get the extension then they would not do the cancellation. Vice Chair Christner supported the amended motion. Amended motion passed by a 5 to 1 roll call vote with Member Dipert voting Nay.

B. Façade Grant Extension – BLOOM

Mayor Kurtz left the meeting at this time.Director Dotson explained that at the February 24th Board meeting a grant application was approved in the amount of $7,700 to support the window rehabilitation project on the building that BLOOM occupies. The project had been put on hold due to COVID-19. Director Dotson stated that the Design Committee supported granting the extension.

The item was opened for public comment and there was none.

Motion by Member Bradley, second by Member Wilkin to grant a one year extension to Jennifer Haf for the Façade Grant in the amount of $7,700 awarded in February of 2020, for work to be completed no later than February 2022. Motion passed by unanimous roll call vote.

9. Public Comments

10. Request for Future Agenda Items

11. Board Comments

A. Closed Session: Executive Director Evaluation MCL15.26(a)
Item moved to the September Board meeting agenda.

12. Adjourn

Motion by Member Bradley, second by Member Dipert to adjourn the meeting at 6:56 p.m.

_____ _____

Joyce Golding/fgm Richard Christner Vice Chair