CITY OF CHARLEVOIX
DOWNTOWN DEVELOPMENT AUTHORITY/MAIN STREET MEETING
Monday, September 28, 2020 at 5:30 p.m.
Council Chambers, City Hall

1. Call to Order

2. Pledge of Allegiance

3. Roll Call

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

4. Inquiry Into Potential Conflicts of Interest

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

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

6. Reports
A. Director's Report
Director Dotson summarized several of the items included in the Report.

7. Old Business
A. Chamber Partnership Considerations
Sarah Hagen, Charlevoix Chamber of Commerce President, indicated that they did go through their expenses to show what was not spent of the 2020 Downtown Promotions contributions given the current restrictions. She proposed transferring $5,000 of the 2020 contribution to 2021 to go towards the 2021 Easter Egg Hunt, Sidewalk Sales, and Summer Open House. She also proposed a reduced 2021 contribution of $5,000 to go towards the 2021 Holiday Parade & Tree Lighting and Holiday Open House. She stated that the proposal included a one-year agreement as opposed to a multi-year agreement.

Motion by Member Wilkin, second by Member Bradley to approve the proposal for a one-year agreement as presented by the Chamber President. Motion passed by unanimous voice vote.

B. The Vault Co-Working Space Year-In-Review
Director Dotson provided updates in response to the Board's questions from the last meeting. She stated that they did get an extension on their current lease as far as giving notice of whether or not they want to renew the lease at the current rent of $1,000 per month. Director Dotson estimated that she spent 6 hours per week to oversee The Vault. Staff was directed to request a one-month extension on notifying the landlord about renewal or termination of the lease.

C. SBEI Application to MSU
Director Dotson stated that the City submitted an application to MSU for another round of design assistance to address walkability and connectivity in the entire downtown. If successful in securing the assistance there will be a fee of $7,500 for the study. The application states that the City and DDA will split this fee.

Motion by Vice Chair Christner, second by Member Wilkin to financially support the second round of SBEI assistance from MSU if the application is approved. Motion passed by unanimous voice vote.

D. Long Road Distillers Lease Discussion
Director Dotson reported that they met with John Murray of Berkshire Hathaway about listing the Bridge Park space. She stated that Long Road Distillers was fully intending on renewing the lease and it was just a matter of updating some of the language and the length of the lease so they can feel comfortable with the buildout expenses that they would incur. They were comfortable with the current rent rate and once she received the updates Director Dotson would share those with the Board.

8. New Business
A. Michigan Main Street Board Check In & Downtown Futures Service Discussion
Laura Krizov, Michigan Main Street Center, stated that the Downtown Futures service is a new Michigan Main Street Program service designed for communities and organizations that have demonstrated success and are contemplating the scope and nature of future

change in their downtown and traditional neighborhood commercial districts. The process and its resulting products provide a solid foundation upon which to think, plan and act for the future in a way that will preserve, celebrate and leverage the assets and special features that make the community a special place.

Ms. Krizov explained that they developed the "Reopen Michigan" website, and she encouraged the Board members to review the website. She proceeded to give an overview of the Downtown Futures services and responded to questions from the Board.

Motion by Member Wilkin, second by Member Bradley to move forward with the Downtown Futures services. Motion passed by unanimous voice vote.

B. Community Capital to Support Housing Project & Redevelopment Ready Certification Sites Update

Dan Leonard, Community Assistance Team Specialist – Michigan Economic Development Corporation, gave an update on the work he'd been doing with Housing North and Michigan Community Capital to get housing developments moving forward in downtowns in the region. He stated that they were going to target Charlevoix County for two reasons, Boyne City is engaged and certified as a Redevelopment Ready Certified (RRC) Community and the Cities of East Jordan and Charlevoix are close behind. He presented further details regarding the RRC Program, development styles, examples from other Michigan communities (Battle Creek, Petoskey, Alpena), and potential design services available through the program. Director Dotson responded to questions from the Board.

C. Downtown Housing Incentives Program Examples

Director Dotson reported that Steve Schnell from Housing North will attend the October Board meeting to give an update on efforts currently underway in the County and how we are shifting the conversation to include downtown housing opportunities. She reviewed the agenda packet materials including the Deed Restriction Program that Mr. Schnell will elaborate on further at the October meeting.

Chair Owens stated that the direction is to take this to the Economic Development Sub-Committee and ask that they meet outside of their normal quarterly meetings to review this program.

9. Public Comments

10. Request for Future Agenda Items

11. Board Comments

Motion by Mayor Kurtz, second by Member Bradley to enter into Closed Session pursuant to MCL 15.268(a) for the purpose of conducting the annual evaluation of the Executive Director pursuant to her request. Motion passed by unanimous voice vote. The Board moved into Closed Session at 6:30 p.m.

12. Adjourn

The board returned to Open Session at 7:26 p.m. and the meeting was adjourned.

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Joyce Golding/fgm Maureen Owens Chair