

CITY OF CHARLEVOIX
DOWNTOWN DEVELOPMENT AUTHORITY/MAIN STREET MEETING
Monday, January 25, 2021 at 5:30 p.m.
Zoom Meeting

1. Call to Order

2. Pledge of Allegiance

3. Roll Call

Chair:	Maureen Owens (from Charlevoix)
Vice Chair:	Richard Christner (from East Jordan)
Members Present:	Sam Bingham (from Charlevoix), Sean Bradley (from Princeton, NJ), Kirby Dipert (from Charlevoix), Luther Kurtz (from Hanalei, HI), Ron Way (from Charlevoix), Amanda Wilkin (from Ellsworth)
Members Absent:	Paul Silva
Non-Voting Member:	Liam Dreyer (from Charlevoix)
City Staff:	Lindsey Dotson, Executive Director

4. Inquiry Into Potential Conflicts of Interest

5. Consent Agenda

- A. Committee Minutes
- B. Board Minutes
- C. Monthly Report

Member Dipert stated that the reference to the "Executive Committee" in the last paragraph of the Board Minutes under New Business should be "Chair and Vice Chair".

Motion by Member Bradley, second by Mayor Kurtz to approve the Consent Agenda items as corrected. Motion passed by unanimous voice vote.

6. Reports

A. Director's Report

A. Chamber Partnership Agreement Revision

Chair Owens recalled that in September the Board entered into an agreement with the Chamber of Commerce for an additional \$5,000 for a one-year extension. She stated that meanwhile Sarah Hagen discussed it with her Board and because of the continuing COVID-19 situation they agreed to reduce the amount to \$3,000.

7. Old Business

A. Long Road Distillers Update

Vice Chair Christner stated that Long Road Distillers was in the process of moving into the space at the Bridge Park building. He reviewed the modifications to the lease as discussed with the tenants.

Motion by Member Dipert, second by Vice Chair Christner to authorize Director Dotson to enter into the amended lease agreement with Long Road Distillers. Motion passed by unanimous voice vote.

B. Draft Budget 2021-2022

Chair Owens stated that she made a couple of revisions to the draft budget including changing the Chamber obligation to \$3,000 which brought the net to \$4,500. She stated that after their obligations they had \$17,000 in additional revenue. She stated that she left \$5,000 in the budget that Director Dotson felt the DDA was likely to receive from a Community Foundation grant. She further reviewed the optional programming expenses and signed obligations. Discussion followed regarding unsigned options including: Tree Light Replacement (\$10,000 annual payment for 5 years); Alley Improvement (\$10,000 one-time payment); and Snowmelt Feasibility Study (\$14,000).

Motion by Member Dipert, second by Member Bradley to approve the 2021-2022 DDA Budget as presented. Motion passed by unanimous voice vote.

8. New Business

Bridge Park building property management was discussed. Member Dipert referenced the Board sub-committee that oversaw issues related to upkeep of the building and suggested reactivating that group with Ron Way and Richard Christner.

Motion by Mayor Kurtz, second by Member Wilkin to re-establish the [Bridge Park Building Oversight] sub-committee with Ron Way, Richard Christner and Kirby Dipert. Motion passed by unanimous voice vote.

9. Public Comments

10. Request for Future Agenda Items

Member Dipert recommended establishing a policy whereby the Executive Director had some leeway in making decisions up to a certain dollar amount without Board approval. Chair Owens felt that they had already done that. Director Dotson stated that they did not have a written policy in place. Consensus was to include this as a future agenda item.

Member Dreyer stated that the Charlevoix DDA was one of the first in Michigan to have a student member on their Board and based on that principal he founded an organization that tries to put students on local government boards. So far, they have placed five students on boards in a three-month period. He stated that bigger Cities were looking for a testimonial from DDAs who have student members. He suggested a future agenda item to discuss and approve a testimonial of what he and Sean Bradley have brought to the Board and the DDA's experience with student members on the DDA. Consensus was to include this as a future agenda item.

11. Board Comments

Member Dipert stated that the City chose to leave the parking meters up through the winter, but turned them off, yet he often saw individuals trying to figure out what to do. He wondered if the meters could have some kind of "free parking" signage during the off season. Director Dotson stated that she was working with the Police Chief to address this situation and would report back at the next Board meeting.

12. Adjourn

Meeting adjourned at 6:17 p.m.

Joyce Golding/fgm

Maureen Owens

Chair