

**CITY OF CHARLEVOIX**  
**DOWNTOWN DEVELOPMENT AUTHORITY AND MAIN STREET MEETING**  
Monday, October 25, 2021 at 5:30 p.m.  
Council Chambers, City Hall

**1. Call to Order**

**2. Pledge of Allegiance**

**3. Roll Call**

|                     |                                                                   |
|---------------------|-------------------------------------------------------------------|
| Chair:              | Maureen Owens                                                     |
| Members Present:    | Sam Bingham, Annie Oosthuizen, Paul Silva, Ron Way, Amanda Wilkin |
| Members Absent:     | Sean Bradley, Kirby Dipert, Mayor Luther Kurtz                    |
| Non-Voting Student: | Liam Dreyer                                                       |
| City Staff:         | Lindsey Dotson, Executive Director                                |

**4. Inquiry Regarding Potential Conflicts of Interest**

**5. Consent Agenda**

- A. Minutes
- B. Monthly Report
- C. Committee Minutes
- D. DDA Financials
- E. Annual Report to Treasury

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

**6. Reports**

A. Director's Report

**7. New Business**

A. 109 Bridge Park Drive Proposal

Director Dotson explained how the request for proposals was advertised and stated that they had received one proposal from JBird Provisions. Jessica Nagel, JBird Provisions (attended via telephone) briefly described her background and gave a presentation regarding her proposal and business plan for a grab-and-go food service. Chair Owens stated that they needed to give Ms. Nagel the time and opportunity to see the building location when she travels to Charlevoix in the next couple of weeks.

B. Junior Main Street Project Presentation

Member Dreyer introduced the Junior Mainstreet Program of 2021/2022 which consists of local high school students from Annemarie Conway's AP Government Class. He proceeded to explain the two program ideas the group came up with centered on the colder months of the year – the Charlevoix Winter Olympics and the Charlevoix Igloo Park. The students explained the details of the Winter Olympics Program including cross country skiing, winter golf, broomball, and sledding events for January 22-23, 2022. The students also described their advertising and fundraising ideas, prizes/awards, and the benefits of the events to the area businesses and Charlevoix community. The money raised from the games would be used to fund the Junior Mainstreet 2021-2022 town initiative which was to implement igloos into the community. The group hopes to purchase 4-5 igloos and space heaters.

Motion by Member Bingham, second by Member Way to approve the concept presented by Junior Main Street pending City Council review and approval. Motion passed by unanimous voice vote.

C. Match on Main Grant Applications

Director Dotson explained the grant program and advised that the Economic Vitality Committee's rating resulted in the two top scoring businesses which were Smoke on the Water and Café Meria. Member Wilkin stated that the four applications received for the grants were all good.

Motion by Member Wilkin, second by Member Way to approve applying for the Match on Main Grant on behalf of two (2) businesses, Smoke on the Water and Café Meria, both requesting \$25,000 each. Motion passed by unanimous voice vote.

D. Public Restroom Discussion

Member Wilkin stated that she asked for this discussion topic due to the number of people coming into their office looking for restrooms and a lot of people were frustrated that the restrooms in City Hall were closed as well as the inaccessibility of the restrooms in the park. Director Dotson stated that Member Bingham had shared an opportunity that might be available to purchase a portable restroom

trailer. She stated that Member Dipert had shared that this could be a temporary solution to the newfound strain in the 200 block because of the increase in activity related to redevelopment of the area until micro retail units with public facilities could be considered in the future.

Chamber President Sarah Van Horn encouraged the Board to consider this restroom option or at least port-a-lets for the summer. She stated the Chamber has been getting complaints about the City's restrooms not being handicap accessible and there are no restrooms on the west side of Bridge Street.

Chair Owens stated they needed to gather more information about the trailer option and the potential location.

**E. Budget Work Session + December Meeting Date**

Director Dotson stated that a draft of the 2022/23 budget has been created by the City Treasurer and a work session needs to be scheduled.

Chair Owens asked Director Dotson to poll the members to determine a viable date and time for a budget work session possibly prior to or after the November meeting, and to determine if December 21<sup>st</sup> or 27<sup>th</sup> would work for the December DDA Meeting.

**8. Old Business**

**A. The Vault Co-Working Space Update**

Chamber President Sarah Van Horn stated she has not had the opportunity to meet with the landlords. There is a proposal for an increased rent rate of \$300 per month which would be a challenge for the Chamber to take over The Vault. She hoped they would be able to negotiate reasonable terms and she would come back to the Board after meeting with the landlords.

**B. Main Street Designation**

Director Dotson stated the only information that had changed since she submitted this report last month was additional information related to future funding opportunities available to Main Street communities. She stated there was a new program launching in November called Optimize Mainstreet and it is a technical and financial assistance for technology programs for up to five businesses per community.

Chair Owens stated that they had received a letter from the Historical Society asking the DDA take their time in making this decision as they find Main Street to be an asset to the community. Chair Owens stated there were more items to consider and the board was not able to decide at this meeting.

Chamber President Sarah Van Horn stated in her experience with the pandemic and the ability to have statewide resources has assisted the Chamber with grant benefits and providing information to local businesses.

**9. Public Comments**

**10. Request for Future Agenda Items**

Member Silva questioned the status of the bridge painting. Chair Owens stated that she would discuss the situation with the City Manager.

Member Oosthuizen stated the Recreation Department did a huge fundraiser for the Dog Park, and they raised approximately \$26,000 and there were private/public donations. She supported doing something to improve the look of the bridge.

**11. Board Comments**

**12. Adjourn**

Motion by Chair Owens, second by Member Silva to adjourn the meeting at 6:50 p.m.

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Sarah Dvoracek/fgm

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Maureen Owens

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Chair