

CITY OF CHARLEVOIX
DOWNTOWN DEVELOPMENT AUTHORITY AND MAIN STREET MEETING
Tuesday, December 14, 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: Sean Bradley – participated remotely, Kirby Dipert, Mayor Luther Kurtz, Annie Oosthuizen, Paul Silva – participated remotely, Ron Way, Amanda Wilkin
Members Absent: Sam Bingham
Non-Voting Student: Liam Dreyer
City Staff: Lindsey Dotson, Executive Director

4. Inquiry Regarding Potential Conflicts of Interest

Chair Owens recused herself from Item A. New Business Shadow Fest as she will be presenting the item and she is the representative for the Shadow Fest Committee.

5. Consent Agenda

- A. Minutes
- B. Committee Minutes
- C. DDA Financials
- D. 2022 Board Meeting Schedule

Board discussed meeting minutes from November 16, 2021, however no formal action was taken to amend the minutes.

Motion by Member Dipert, second by Member Wilkin to approve the Consent Agenda. Motion passed by unanimous voice vote.

6. Reports

- A. Director's Report
- B. Annual Impact Report

7. Old Business

A. 109 Bridge Park Drive Update

Director Dotson reviewed the two (2) formal proposals from That French Place and J. Bird Provisions who wish to share the space at 109/111 Bridge Park Drive. Jessica Nagel of J. Bird Provisions participated virtually. Brian & Emily Freund had sent a link to a recorded video presentation regarding their proposal. Ms. Nagel responded to concerns about separate leases for the space and shared utilities between the two entities.

After considerable discussion, Chair Owens stated that the Board has decided not to move forward with the seasonal housing concept in this space and the Board concurred.

Motion by Member Wilkin, second by Member Way to have the Executive Committee negotiate John Murray's role as Property Manager for this property and give the Executive Committee the leeway to sign a contract with Mr. Murray at a rate up to 10% of the rent rate. Motion passed by unanimous voice vote.

B. Chamber Agreement for Downtown Promotions

Sarah VanHorn, President, Charlevoix Area Chamber of Commerce stated she wanted to clarify some details regarding the DDA's proposed monetary contribution to the chamber. She asked the board to consider 70-80% of the original contribution request rather than the proposed 50% contribution.

C. 2022-2023 Draft Budget

Director Dotson explained the minor changes made to the proposed budget since the last meeting. Chair Owens stated there was a shortfall of \$2,000. After discussion, the Board agreed to reduce the Concert Series line from \$9,250 to \$7,250 and to raise the contribution to the Chamber of Commerce for events from \$5,000 to \$7,500.

Motion by Member Wilkin, second by Member Dipert to approve the 2022-2023 budget as revised and presented. Motion passed by unanimous voice vote.

Chair Owens recused herself from the next agenda item.

8. New Business

A. Shadow Fest Request

Maureen Owens stated the Charlevoix Ground Hog Shadow Fest Committee is requesting \$2,500 from the DDA as a Platinum Level sponsor for the festival. She described the events planned for the festival. She stated she could amend the request to \$5,000 for two (2) years from this year's DDA budget and agreed to not make a request from the 2022/2023 budget.

Motion by Member Dipert, second by Member Bradley to contribute this year to Shadow Fest a total of \$5,000 {from current budget} in lieu of their agreement not to request funding in budget year 2022/2023, and that they are also required to have a Shadow Fest next year. Motion passed by unanimous voice vote.

Chair Owens returned to the dais.

B. Destination Creation Course Registration Purchase

Director Dotson stated the Schallert Group, Inc. recently sent out an email indicating the price is going to increase for the Destination Creation Course from \$149 to \$179 per participant. Director Dotson stated earlier this year she became certified to instruct the course.

Motion by Member Wilkin, second by Member Oosthuizen to approve pre-purchasing four (4) registrations to the Destination Creation Course at the rate of \$149 before December 31, 2021, to pass on savings to businesses who register for the local workshop to be hosted this winter. Motion passed by a 5 to 1 voice vote with one member opposing.

9. Public Comments

10. Request for Future Agenda Items

11. Board Comments

12. Adjourn

Motion by Chair Owens to adjourn the meeting at 6:47 p.m.

Sarah J. Dvoracek/fgm

Maureen Owens

Chair