

City of Charlevoix
Downtown Development Authority Meeting minutes
Monday, November 28, 2022 - 5:30 PM
Council Chambers, City Hall

1. Call to Order

The meeting was called to order at 5:30 p.m. by Chair Owens.

2. Pledge of Allegiance

3. Roll Call

Chair: Maureen Owens

Members Present: Sam Bingham, Kirby Dipert, Liam Dreyer, Mayor Lyle Gennett, Anne Oosthuizen, Danielle Scheller, Paul Silva (remote), Ron Way

Members Absent: None

Staff Present: Lindsey Dotson, DDA Executive Director

4. Inquiry Regarding Conflicts of Interest

5. Consent Agenda

Chair Owens stated that under the Director's Report the date for the opening of Bella's Pizzeria was October not September. Member Dipert referenced the Main Street mission statement at the end of the minutes that needed to be corrected.

Motion by Member Dipert, seconded by Member Way to approve the Consent Agenda as corrected.

Motion carried by unanimous voice vote with the exception of Member Silva who participated remotely via ZOOM.

A. Minutes

Motion to approve the minutes as amended.

B. DDA Financial

Motion to approve the Financial Report as presented.

6. Reports

A. Director's Report

Lindsey Dotson, DDA Director

Chair Owens asked for an update on the status of the igloos. Director Dotson stated that Parks & Recreation wanted to test out having one (1) igloo set-up near the lodge, and J.Bird Provisions did offer to purchase the other two (2) units for \$200.00.

Chair Owens stated that Nomi Maids had vacated their lease early, but agreed to pay six (6) months in rent and she wanted to make sure the funds were received, and Director Dotson stated that the rent was paid in full before they left.

B. Bridge Park Building Update

Lindsey Dotson, DDA Director

Director Dotson reported that they have a new tenant in the Bridge Street Park building in the space vacated by Nomi Maids and the lease which needed some minor corrections was included in the agenda packet. The new tenant is Sada Crawford, who is an artist and will be using the space as a studio and eventually has plans to open a shop. The deposit and first month's rent have already been paid.

7. Old Business

A. Sustainable Built Environment Final Report

Lindsey Dotson, DDA Director

Chair Owens stated before they analyzed the SBEI Report, the Board must consider their budget. Ms. Owens stated the Board should put together their own list of how to prioritize the vision for the Charlevoix downtown area (Bridge Street between Antrim Street and Park Avenue), the Board concurred. Director Dotson stated that she did not anticipate the DDA being able to make a huge dent in the project this coming year, so it was more likely that this project would be lumped into the Tax Increment Financing Plan.

8. New Business

A. Schedule Work Session

Lindsey Dotson, DDA Director

Director Dotson stated that a work session needed to be scheduled to review their 2023-2024 Budget. The budget must be approved by Council no later than February 2023. The date that worked for the majority was January 9, 2023 at 4:00 p.m.

9. Public Comment

10. Request for Future Agenda Items

11. Board Comments

Chair Owens welcomed Mayor Gennett and Member Scheller to the DDA Board.

Chair Owens questioned if it's a requirement of the DDA By-Laws to meet monthly and she questioned if they could meet bi-monthly or quarterly. Director Dotson stated that they do not have to meet every month, but they do need to set a calendar at the beginning of the year.

Member Dipert referenced the Notice of Public Hearing that the members all received a copy of and he felt it was a bit concerning that the space being considered for development is where the Wellness Center was previously located and the Planning Commission had granted them a variance to be there and to use the back half of the space for the Charlevoix Courier. His concern was that they wanted to put a dental office in there and the Central Business District had some guidelines and he planned to attend the Planning Commission meeting "to question how this was all going to play out". Director Dotson pointed out that in the notice it addressed "if granted, it would permit a dentistry business to occupy the back portion of the address accompanied by a retail apothecary store with a Bridge Street entrance".

12. Adjourn

The meeting adjourned at 5:47 p.m.

Sarah J. Dvoracek/fgm City Clerk

Maureen Owens Chair

CHARLEVOIX DDA MISSION

The mission of the Charlevoix DDA is to strengthen the year-round economic vitality of our vibrant historic business district through community efforts, events, and public/private partnerships while fostering a sense of community pride and ownership.