

City of Charlevoix
Downtown Development Authority Meeting Minutes
Monday, January 23, 2023 - 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: Kirby Dipert, Liam Dreyer, Mayor Lyle Gennett, Anne Oosthuizen,
Danielle Scheller, Paul Silva

Members Absent: Sam Bingham, Ron Way

Staff Present: Lindsey Dotson, DDA Executive Director

4. Inquiry Regarding Conflicts of Interest

5. Consent Agenda

Motion by Member Dipert, seconded by Member Oosthuizen to approve the Consent Agenda as presented.

Motion carried by unanimous voice vote.

A. Minutes

Motion to approve the minutes as presented.

6. Reports

Chair Owens asked to move the Bridge Park Building Committee discussion. Chair Owens requested a discussion on this topic, the Board concurred.

A. Director's Report

Lindsey Dotson, DDA Director

Director Dotson questioned if they had enough people to substantiate a table at the Annual Chamber of Commerce Award Dinner. Ms. Dotson stated that she would send out an email to see if anyone is interested in attending the dinner on Thursday, February 23, 2023 at 5:30 p.m.

7. Old Business

A. 2023-2024 DDA Budget

Lindsey Dotson, DDA Director

Chair Owens stated the budget presented would require minor modifications which would include moving some items into different categories. Motion by Member Silva, seconded by Member Dipert to approve the budget as presented with one amendment.

Motion carried by unanimous voice vote.

B. Bridge Park Building Committee Update

Lindsey Dotson, DDA Director

Chair Owens stated John Murray had resigned as their Building Manager and that perhaps there was an opportunity to revamp the way they look at the management of the building. Member Dipert stated that it was a consensus of the Building Committee that items should pass by email before the Board decisions are made and he felt that Director Dotson could handle the day to day issues with the building now that the space was filled with two (2) tenants, the Board concurred.

Chair Owens would request a letter of resignation from Mr. Murray and Director Dotson would draft language for a minor change to the lease agreements to reflect the split of monthly utility charges between the two (2) tenants.

8. New Business

A. 2023 Calendar of Meetings

Lindsey Dotson, DDA Director

Chair Owens stated she had brought up the possibly of changing the Board's meeting schedule to less frequently than once a month. Discussion was held.

Motion by Member Dipert, seconded by Member Silva to amend their meeting schedule to every other month beginning January 2023 with those months being the odd months of calendar year 2023.

Motion passed by unanimous voice vote.

9. Public Comment

A citizen questioned if there would still be funds available for grants that had been available as part of the Main Street Program and questioned the future of the committees.

10. Request for Future Agenda Items

11. Board Comments

Chair Owens stated that they were honored to have two (2) members present who had received Chamber of Commerce Awards - Lindsey Dotson - Young Professional of the Year and Annie Oosthuizen - Business of the Year. The Board congratulated them.

12. Adjourn

The meeting adjourned at 5:51 p.m.

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.

Sarah J. Dvoracek/fgm City Clerk

Maureen Owens Chair