

City of Charlevoix
Downtown Development Authority Meeting Minutes
Monday, June 26, 2023 - 5:30 PM
Council Chambers, City Hall

1. Call to Order

The meeting was called to order by Vice Chair Kirby Dipert at 5:30 p.m.

2. Pledge of Allegiance

3. Roll Call

Vice Chair Kirby Dipert

Members Sam Bingham, Liam Dreyer, Mayor Lyle Gennett, Paul Silva, Ron Way

Present:

Members Anne Oosthuizen, Maureen Owens, Danielle Scheller

Absent:

Staff Present: Lindsey Dotson, DDA Executive Director

4. Inquiry Regarding Conflicts of Interest

5. Amendment to the Agenda-Presentation of Civic Clerk Board Portal Tutorial

Vice Chair Dipert stated that they needed to amend the agenda to allow the City Clerk Sarah Dvoracek, explain how to use the board portal within the agenda management software.

Motion by Member Silva, seconded by Member Way to add an item to the agenda to allow the City Clerk to explain the new Agenda Management software.

Motion carried by unanimous voice vote.

Clerk Dvoracek provided the Board with a brief demonstration of the Civic Clerk's Board Portal.

6. Consent Agenda

Motion by Member Dreyer, seconded by Member Way to approve the Consent Agenda as presented.

Motion carried by unanimous voice vote.

A. Minutes

Motion to approve the minutes as presented.

B. Committee Minutes

Motion to approve the Downtown Placemaking Committee minutes as presented.

C. Financial Report

Motion to approve the DDA Financial Report as of June 23, 2023 as presented.

7. Reports

A. Director's Report

Lindsey Dotson, DDA Director

Vice Chair Dipert questioned the status of the Big Belly Project and Director Dotson stated they were still waiting for a response from their grant application.

Director Dotson stated the State of Michigan had contacted her and they received a \$20,000 grant to support the Historical Society for the Train Depot because it is in need of a new roof.

Member Dreyer stated one of the chess pieces in the Main Street alleyway has been damaged and Director Dotson will check into getting the piece replaced.

Discussion followed regarding solid waste removal in the downtown area and the businesses that share dumpsters and associated problems.

8. Old Business

A. J.bird Provisions Lease Renewal

Lindsey Dotson, DDA Director

Director Dotson stated no action was needed and the lease had minor changes regarding the taxes. The lease had been signed and the DDA would be responsible for a portion of the taxes, which would be approximately \$1,562.77. Ms. Dotson stated when Idea Farm Designs' lease is up for renewal in October the same language would be added regarding taxes and the DDA would be responsible for a portion of the taxes for that space as well.

9. New Business

A. Facade Grant Program

Lindsey Dotson, DDA Director

Director Dotson stated the DDA's previous facade grant program had been structured with a 50/50 split with the DDA paying 50% of the award for each project. Ms. Dotson reported the MEDC had a new program to aid local facade grant programs, Facade Restoration Initiative (FRI), which would reduce the DDA's match down to 10% of the property and the property owner's investment down to 40%. Ms. Dotson stated she had a meeting with MEDC on June 27 to discuss the program further and the Placemaking Committee will and can assist with edits or revisions to the program guidelines that would be necessary to move forward.

Director Dotson explained the DDA could request funding of up to \$500,000 at a cost of \$50,000 to the DDA. Ms. Dotson asked that at least one Board Member serve on the Placemaking Committee as well. Member Dreyer stated that he would be interested. Director Dotson responded to questions from the Board Members about the previous program and the new MEDC program.

Wendy Hoyt, Charlevoix homeowner and urban planner, stated that the facade grant was a fantastic opportunity for the community and the DDA could ask the Charlevoix Community Foundation for assistance in raising part of the \$50,000 match funds needed.

10. Public Comment

11. Request for Future Agenda Items

12. Board Comments

Vice Chair Dipert questioned how the new roadway and landscaping on Mason Street would impact the Venetian Festival. Director Dotson stated she would discuss the issues with the City Manager and Public Works Director and she would update the Board Members by email.

13. Adjourn

The meeting adjourned at 6:23 p.m.

Sarah Dvoracek/fgm Clerk

Kirby Dipert Vice-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.