

City of Charlevoix
Downtown Development Authority Meeting Minutes
Monday, November 27, 2023 - 5:30 PM
Council Chambers, City Hall

1. Call to Order

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

2. Pledge of Allegiance

3. Roll Call

Vice Chair: Kirby Dipert

Members Present: Liam Dreyer, Mayor Lyle Gennett, Anne Oosthuizen, Paul Silva (remotely), Ron Way

Members Absent: Sam Bingham, Maureens Owens, Danielle Scheller

Staff Present: Lindsey Dotson, DDA Executive Director

Vice Chair Dipert stated that they needed to amend the agenda to add a presentation by the Junior DDA group which had a presentation.

Motion by Mayor Gennett, seconded by Member Way to amend the agenda to add the presentation as Item A under New Business.

Motion carried by unanimous voice vote.

4. Inquiry Regarding Conflicts of Interest

5. 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 Committee minutes as presented.

6. Reports

Member Dotson stated that one of the Board Members did not get to review everything prior to the meeting due to a technical difficulty. Ms. Dotson clarified that the printing and distribution of the downtown maps was back under the DDA's umbrella.

Motion by Member Dreyer, seconded by Member Oosthuizen to approve the Reports {Financial, Director's and Annual Report to Treasury} as presented.

Motion carried by unanimous voice vote.

A. Financial Report

- B. Director's Report
Lindsey Dotson, DDA Director
- C. Annual Report to Treasury
Lindsey Dotson, DDA Director

7. Old Business

- A. Termination of Agreement with MSF/SHPO for Resilient Lakeshore Heritage Grant
Lindsey Dotson, DDA Director
Director Dotson stated that the grant was for \$84,000 to support the restoration of the Butters Building Facade (current location of Round Lake Bookstore) which had to be revoked as the result of the commercial storefront being sold to new owners who were not interested in the project scope for the grant award. The property had not been listed as available, so the sale was unexpected. The State was willing to work with the DDA and allow the grant agreement to transfer into the new owner's name, but the new owners didn't have that much of an investment in mind right after the purchase, especially since the income potential would not offset the expenses for quite some time. Therefore, the agreement has been terminated.

8. New Business

Junior DDA Presentation:

Mr. Dreyer stated that the Junior DDA project for this year was to improve the walkability of the alley perpendicular to Van Pelt Place (business back alley or the alley corridor). He stated that they were trying to improve walkability down this alley by drawing some Bridge Street traffic into this alley, which could use some improved visuals such as interactive murals, lighting and benches. The students proceeded with their presentation, eight (8) possible murals and other ideas for this area.

Mr. Dreyer summarized that the purpose of this conversation was about what to do with this back alley, and they were looking for the DDA's permission to proceed with asking downtown businesses if this project would even be possible. He stated then the group would come back to the DDA with what businesses were interested in participating and quotes for the cost of the artwork. The students responded to questions from the DDA members.

Motion by Mayor Gennett, seconded by Member Way to support the Junior DDA's efforts to improve the alleyway corridor between Clinton and Park Streets pending the approval of the work plan and costs associated with the project.

Motion carried by unanimous voice vote.

- A. New Microphones for Bandshell
Lindsey Dotson, DDA Director
Director Dotson stated that the wireless microphones in the bandshell are currently operating on a frequency that was supposed to be phased out by July 2020. Vice Chair Dipert referenced the quote prepared by CJ Winnell out of Madison, Wisconsin, and asked if there was a local resource for this equipment. Director Dotson explained they had purchased equipment from local vendors in Traverse City, but for this type of equipment using CJ Winnell, their longtime

expert and purveyor of sound equipment, this was the most local they could obtain. Ms. Dotson stated she would ask Mr. Winnell again if these products were available locally. Director Dotson stated the quote was good through December with a possible price increase in January. Discussion followed.

Motion by Member Dreyer, seconded by Member Way to approve the purchase of the new wireless microphones.

Motion carried by unanimous voice vote.

B. 2024 Calendar of Meetings

Lindsey Dotson, DDA Director

Director Dotson stated in August that it was suggested in 2024 the Board meet quarterly and the proposed schedule for next year included four (4) meetings, skipping July so as not to interfere with the Venetian Festival. Ms. Dotson summarized the changes to the regular meetings and the committee meetings largely due to the departure from Main Street and the lack of discretionary funds.

Motion by Member Dreyer, seconded by Member Way to approve the 2024 Board Meeting calendar {as presented}.

Motion carried by unanimous voice vote.

C. Set Date for Budget Work Session

Lindsey Dotson, DDA Director

Motion by Vice Chair Dipert, seconded by Way to tentatively set January 9, 2024, at 1:00 p.m. for the 2024/2025 Budget Work Session.

Motion carried by unanimous voice vote.

9. Public Comment

10. Request for Future Agenda Items

11. Board Comments

12. Adjourn

The meeting adjourned at 6:25 p.m.

Sarah J. 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.