

City of Charlevoix
Downtown Development Authority Meeting Minutes
Monday, January 22, 2024 - 5:30 PM
Council Chambers, City Hall

1. Call to Order

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

2. Pledge of Allegiance

3. Roll Call

Chair: Maureen Owens

Members Present: Kirby Dipert, Liam Dreyer, Mayor Lyle Gennett, Danielle Scheller

Members Absent: Sam Bingham, Anne Oosthuizen, Paul Silva, Ron Way

Staff Present: Lindsey Dotson, DDA Executive Director

4. Inquiry Regarding Conflicts of Interest

5. Consent Agenda

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

Motion carried by unanimous voice vote.

A. Minutes

Motion to approve the minutes as presented.

B. CLG Grant Letter of Support

Motion to approve the letter supporting the CLG Grant Application.

6. Reports

A. Junior DDA Project Update

Lindsey Dotson, DDA Director

Member Dreyer stated the plan was to have a full work plan by this meeting, but the Junior DDA didn't get responses back in time from all the businesses to have the comprehensive work plan completed. Member Dreyer stated the Junior DDA had confirmation from Berkshire and Peppers. The Junior DDA is considering a total of four (4) murals if they get approval from the Town House and the Salad Fork. Member Dryer stated that concept art would be shown to the businesses and the DDA before anything was approved.

B. Financial Report

No questions on the report.

C. Director's Report

Lindsey Dotson, DDA Director

No questions on the report.

D. Committee/Event Updates

Lindsey Dotson, DDA Director

Chair Owens questioned how often this Committee met and Director Dotson stated that they have been meeting every other month.

7. Old Business

A. Updated Quote for BigBelly Systems

Lindsey Dotson, DDA Director

Director Dotson responded to questions from the Board Members and explained the reasoning for the five (5) locations recommended for the BigBelly units.

Motion by Mayor Gennett, seconded by Member Dreyer to purchase five (5) Smart Max Double Station Big Belly Units at a cost of \$49,138.70 as described in the agenda packet.

Motion carried by unanimous voice vote.

8. New Business

A. 107 Bridge Park Drive Proposal

Lindsey Dotson, DDA Director

Director Dotson summarized the proposal from MLG Enterprises for renting the space at 107 Bridge Park Drive. The business owner was unable to attend the meeting due to a sick child, but he did want to discuss the monthly rent amount. Director Dotson stated the previous tenant was paying \$625 per month plus utilities and taxes. Chair Owens recommended the Board give the Executive Committee the authority to negotiate a lease starting at a monthly rate of \$650 per month plus utilities and taxes.

Motion by Member Dreyer, seconded by Member Scheller to authorize the Executive Committee negotiate with the prospective tenant for the available space at 107 Bridge Park Drive.

Motion carried by unanimous voice vote.

B. Bridge Park Building Maintenance Items

Lindsey Dotson, DDA Director

Director Dotson stated several areas of the Bridge Park Building require some overdue maintenance and cosmetic improvements. Since 2015, there have been discussions about the need for replacement of the bathrooms. Director Dotson and Public Works Superintendent Pat Elliot met and came up with a list of needs that could be corrected in the coming year. The Board concurred and directed staff to come up with quotes and an estimated timeline for the needed repairs and report back to them as soon as possible.

C. Metered Parking Time Limit Discussion

Lindsey Dotson, DDA Director

Director Dotson stated during the monthly business owners meetings it was requested that the DDA/City look into the possibility of increasing the current 2-hour parking limit at the metered parking spots to 3 hours to help accommodate patrons who are perhaps shopping and dining and might not be able to do both within the 2-hour time frame.

Mayor Gennett stated he would want the Council to decide on this matter.

Motion by Member Dipert, seconded by Member Scheller to make a recommendation to Council to consider an increase from the current 2-hour metered parking limit to a 3-hour metered parking limit.

Motion carried by unanimous voice vote.

D. DDA Board Goals Review

Lindsey Dotson, DDA Director

Director Dotson stated she had provided the Board with an overview of the DDA's goals that have been the basis of their programming over the last several years, along with a breakdown of what projects/services the DDA currently provides within those goals.

E. 2024-2025 DDA Budget

Lindsey Dotson, DDA Director

Director Dotson provided information on changes made to the proposed DDA Budget since the last budget discussion.

Motion by Mayor Gennett. seconded by Member Dreyer to approve the 2024-2025 DDA Budget as presented.

Motion carried by unanimous voice vote.

F. Closed Session: DDA Director's Annual Performance Review (MCL 15.268 (1a))

Lindsey Dotson, DDA Director

The Board concurred and entered closed session at 6:18 p.m. for the purpose of evaluating the DDA Executive Director's Annual Performance Review (per MCL 15.268(1a)).

The Board returned to open session at 7:24 p.m.

9. Public Comment

10. Request for Future Agenda Items

11. Board Comments

12. Adjourn

Chair Owens adjourned the meeting at 7:25 p.m.

Sarah J. Dvoracek/fgm, 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.