

**City of Charlevoix**  
**Downtown Development Authority Meeting Minutes**  
**Monday, April 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, Annie Oosthuizen, Danielle Scheller

Members Absent: Sam Bingham, Paul Silva, Ron Way

Absent:

Staff Present: Lindsey Dotson, DDA Executive Director; Mark L. Heydlauff, City Manager

**4. Inquiry Regarding Conflicts of Interest**

**5. Consent Agenda**

A. Minutes

Motion by Member Dipert, seconded by Mayor Gennett to approve the Consent Agenda consisting of the minutes of the February 29, 2024 meeting.

**Motion carried by unanimous voice vote.**

**6. Reports**

A. DDA Financial as of April 18, 2024

No discussion.

B. Director's Report

Lindsey Dotson, DDA Director

Director Dotson stated she had two updates that were not included in her report. The first update was that the Big Belly Recycling/Garbage units will start to appear throughout town next week. And the second is regarding the Bridge Park building improvements. Ms. Dotson is waiting for a cost to repair some leaking windows which were not included in the initial repair estimates.

Chair Owens stated there was a presentation that needed to be added to the agenda as Item B under New Business which would move the remaining items, subsequently, down one space.

**7. Old Business**

A. Downtown Events & Activities - continued

Lindsey Dotson, DDA Director

Director Dotson stated based on the minutes from the February meeting and a brief chat with Chair Owens, she created a list of events, activities, programming, deliverables, or services that the DDA currently oversees. Ms. Dotson stated she made a list which included tangible and intangible items and support from the perspective of what would be noticeable by either the public or downtown businesses if the Board chose to cease coordination or responsibility for that item or program.

B. 2024-2025 Budget

Lindsey Dotson, DDA Director

Director Dotson stated after the January meeting when the budget was approved, there were two major items that were not included in DDA budget - the Alleyway Grant and the Housing Incentive. While the items were in the future commitments area of the budget spreadsheet, the numbers did not translate into the budget that was approved by the City Council. Ms. Dotson stated that it is possible the funds would not be paid out for these projects during this budget year due to construction timelines.

City Manager Heydlauff stated the DDA statute states the DDA's budget is ultimately approved by Council. The version of the budget that he received for inclusion with Council is, as the Director explained, is missing the two items that were not included in the approved budget. Mr. Heydlauff stated a budget amendment approved by the DDA and Council would be necessary to expend the funds for the two programs that were not included.

**8. New Business**

A. Bridge Park Drive Space Proposal

Lindsey Dotson, DDA Director

Director Dotson stated that Bev Barton of Living Well Company submitted a proposal to fill the vacancy at 107 Bridge Park Drive. Bev Barton further explained her proposal for use of the space at 107 Bridge Park Drive. Ms. Barton answered questions from the Board. Discussion was held.

Motion by Member Dreyer, seconded by Member Oosthuizen to authorize the Executive Committee to enter into negotiations with Ms. Barton for the space at 107 Bridge Park Drive.

Member Dipert stated that he wanted to amend the motion to include a time restraint of no later than 30 days.

**Motion carried as amended by unanimous voice vote.**

B. Presentation from the Charlevoix Public Library (added to the agenda at the beginning of the meeting)

Ryan Deery

Library Director

Ryan Deery, Library Director, provided the Board with the library's annual updates, including details on the upcoming proposed library millage and budget.

C. Sponsorship Request

Lindsey Dotson, DDA Director

Director Dotson stated the Board received a letter from the Traverse City Dance Project

requesting a sponsorship of \$1,000. The Board discussed last year's performance by the group and stated it was a very well attended event.

Motion by Member Dipert, seconded by Mayor Gennett to approve the sponsorship request for \$1,000 from the Traverse City Dance Project.

**Motion carried by unanimous voice vote.**

D. Election of Officers

Lindsey Dotson, DDA Director

Motion by Chair Owens, seconded by Mayor Gennett to nominate Kirby Dipert as Vice Chair for a one-year term ending in April of 2025.

**Motion carried by unanimous voice vote.**

Motion by Member Dipert, seconded by Mayor Gennett to nominate Maureen Owens as Chair for a one-year term ending in April of 2025.

**Motion carried by unanimous voice vote.**

E. BMI Music License

Lindsey Dotson, DDA Director

Director Dotson provided an update about licensing for their music in the park events. Ms. Dotson stated she confirmed with the City Attorney that the DDA was obligated to have licenses for their concert series. Ms. Dotson stated the DDA purchased a license from BMI, Inc. for the 2024 Live on the Lake Summer Concerts for a cost of \$425 annually.

F. Director Tasks/Streamlining Operations

Lindsey Dotson, DDA Director

Director Dotson stated that in light of the comments made about the job duties of the director, along with comments made in January during the first part of her performance evaluation, she created an updated spreadsheet to accurately reflect the workload as it stands presently. Discussion followed regarding various items/tasks included in the Director's report. Discussion followed regarding the use of volunteers, things for volunteers to do, and someone to manage the volunteers. Chair Owens agreed that volunteers for the DDA this summer with a list of tasks and a number to call to volunteer would be good, and she said that BizBlast would be a great resource. Director Dotson stated that she could create such a list, but she would want the Chair or Vice Chair to review the list before publicizing it.

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

Lindsey Dotson, DDA Director

The Board recessed for five (5) minutes at 7:19 p.m.

Motion by Member Dipert, seconded by Mayor Gennett to enter into a Closed Session in the conference room to discuss the DDA Director's Annual Performance Review {at 7:24 p.m.}.

**Motion carried by unanimous voice vote.**

**9. Public Comment**

**10. Request for Future Agenda Items**

**11. Board Comments**

**12. Adjourn**

The Board went back into open session and then Chair Owens adjourned the meeting at 9:05 p.m.

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Sarah J. Dvoracek/fgm    City Clerk

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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.