

**CITY OF CHARLEVOIX**  
**DOWNTOWN DEVELOPMENT AUTHORITY/MAIN STREET BOARD MINUTES**  
**Monday, October 26, 2015 at 5:30 p. m.**  
210 State Street, City Hall, Second Floor Council Chambers, Charlevoix, MI

**A. Call to Order/Invocation or Pledge of Allegiance**

**B. Roll Call of Members Present**

Chair: Dan Barron  
Members Present: Gabe Campbell, Fred DiMartino, Dianne DuPont, Tamie Gillespie, John Kurtz, Rick Wertz, John Yaroch  
Members Absent: Kirby Dipert  
City Staff: Annie Doyle, CED Director

**C. Inquiry into Potential Conflicts of Interest**

None

**D. Consent Agenda**

1. Approval of Minutes – September 28, 2015.

Chair Barron stated that under Item D-2, second paragraph should read: "Chair Barron stated that they definitely needed Director Doyle's participation, but not necessarily as a voting member." He stated on page 3, second to last paragraph, sentence should read: "Member Yaroch acknowledged the comments of Rick Randall that the amount for the full event was \$15,000 - \$16,000 for this year's event." Member DuPont stated that on the 9<sup>th</sup> paragraph, page 3, that the phrase "Member Wertz returned the to the discussion" should read: "Member Wertz returned to the discussion..." Motion by Member Dupont, second by Mayor Campbell to approve the minutes of September 28, 2015 as corrected. Motion carried by unanimous voice vote.

2. Main Street Committee Meeting Minutes.

Chair Barron stated that the Committee meeting minutes were provided to the Board for their edification. There were no questions/comments from the Board.

3. Expenditures and Revenues Reports.

Chair Barron informed Director Doyle that he was unsure whether the report enlightened the Board as to the status of the budget on a monthly basis. Director Doyle indicated that she could create a different type of report and present it at the next meeting. Member Wertz questioned if the corrections to the mistakes Chair Barron had found in the amount of \$25,000 were reflected in the report and Director Doyle stated that it was still in the discussion phase with staff. He stated that one of the items they were going to discuss later in the meeting was a proposed joint meeting with City Council. Director Doyle stated that the figures perceived to be errors were included as the Board had found them in this report, so the report does not include any of the corrections as identified.

4. Main Street Pledge Contributions Report.

Director Doyle advised that the total amount of contributions was \$22,858 and Member Kurtz stated that there were only about 12-14 people who have not paid their pledge. Follow up letters will be mailed this week.

**E. Director's Report**

Director Annie Doyle reviewed the items contained within the Executive Director's Report, and responded to questions.

Director Doyle stated that she wanted to extend her thanks to all of the Committee members and volunteers for their dedication in each of the work plans as they continue to go forward. She stated that they held the first Downtown Business Owner meeting this month that was very successful and a Community Clean Up that was also very successful. Both events were highlighted in the newspaper. She stated that the next Downtown Business Owner meeting was scheduled for November 16<sup>th</sup> at 8:00 a.m. at the community library, and the next Community Clean Up was scheduled for 10:00 a.m. on Saturday, October 31<sup>st</sup>.

Director Doyle proposed office hours for the Main Street office at City Hall. She stated that John Kurtz volunteered his time to man the office in Greg Stevens' absence. The idea would be a couple of hours each day, dedicated office

hours such as 10:00 a.m. to noon, to be filled with volunteers. Since everyone was in favor of the office hours, Director Doyle will proceed with implementation.

**F. Old Business**

None.

**G. New Business**

1. Resolution Affirming Financial Pledge to Charlevoix Public Library

Member Kurtz stated he was pleased with the resolution. He spoke with people from the Library who indicated that they wanted to hold semi-annual or annual meetings. Member Kurtz stated it was his operational responsibility to see how this was implemented and not necessarily to be part of the resolution. He stated that after the resolution was adopted he would make a motion to set up a committee with one or two members each from the DDA, City and Library to meet on a periodic basis.

Chair Barron stated that the resolution provided that the DDA/Main Street would pay up to \$30,000 per year as its contribution to the Library until the full \$600,000 contribution was paid. Further discussion followed regarding the DDA/Main Street annual budget.

Motion by Member Kurtz, second by Member Yaroch to approve the resolution affirming the financial pledge to the Charlevoix Public Library.

**CHARLEVOIX DOWNTOWN DEVELOPMENT AUTHORITY  
RESOLUTION AFFIRMING PLEDGE**

**WHEREAS**, the Charlevoix Public Schools had closed its former Middle School located on Grant Street and, in or about 2002, placed the Middle School building and land (the "Middle School") for sale; and

**WHEREAS**, the Charlevoix Downtown Development Authority (the "DDA") and the Charlevoix Public Library (the "Library") shared a vision to preserve and renovate the Middle School for use as a community library; and

**WHEREAS**, in 2002 the DDA amended its jurisdictional boundaries to include the Middle School, to facilitate the purchase of the same by the City of Charlevoix (the "City"); and

**WHEREAS**, in 2003 the DDA funded the purchase and acquisition of the Middle School by the City from the Charlevoix Public Schools, and the City thereafter held the Middle School for a potential sale and conveyance to the Library; and

**WHEREAS**, in recognition of the contribution to the vitality of downtown Charlevoix, which the contemplated community library facility would provide, and in support of the fundraising and millage referendum efforts of the Library, in 2004 the DDA adopted a motion pledging an annual contribution of \$30,000.00 to the Library for a period of 20 years; and

**WHEREAS**, the financial pledge by the DDA to the Library was premised upon the DDA realizing sufficient annual revenue from which to fund the pledge; and

**WHEREAS**, the Library millage referendum was passed, thereby providing funding for the Library to purchase and acquire the Middle School and to renovate and operate the same as a community library; and

**WHEREAS**, in 2004 the City then sold and conveyed to the Library the Middle School and various portions of such land, to facilitate its renovation and operation as a community library; and

**WHEREAS**, in budget years 2006/07, 2007/08, 2008/09 and 2009/10, the sum of \$30,000.00 was paid by the DDA from its annual revenue, in fulfillment of the DDA pledge; and

**WHEREAS,** the DDA thereafter experienced a significant decrease in its annual revenue due to the economic recession; and

**WHEREAS,** as a result of the significant decrease in its revenue and upon the advice of the City Treasurer, the DDA suspended its annual \$30,000.00 contribution to the Library for the 2010/11 budget year; and

**WHEREAS,** the DDA did not thereafter experience any significant increase in its annual revenue during budget years 2011/12, 2012/13 or 2013/14 and as a result, continued to suspend the contemplated \$30,000.00 annual contributions to the Library; and

**WHEREAS,** the DDA indicated on numerous occasions that the annual DDA contributions to the Library would be reinstated upon improvement of annual DDA revenue sufficient to fund the contributions; and

**WHEREAS,** the annual revenue of the DDA improved during the 2014/15 budget year, for the first time since the \$30,000.00 annual contributions were suspended, and the DDA acted on an incremental basis to partially reinstate its contribution to the Library, in the amount of \$25,000.00, for the 2014/2015 budget year; and

**WHEREAS,** the DDA appreciates the good stewardship of the Library, recognizes the integral contribution to the vitality of downtown Charlevoix which the Library provides, and wishes to reaffirm its pledge of financial support to the Library.

**NOW, THEREFORE, BE IT RESOLVED** by the Charlevoix Downtown Development Authority that:

1. The DDA hereby reaffirms its pledge to contribute to the Library the cumulative sum of \$600,000.00, in annual contributions of up to \$30,000.00 per year; and
2. The pledge of the DDA to the Library is premised upon the DDA realizing sufficient annual revenue, from which the contemplated annual contributions to the Library will be paid; and
3. The annual contributions by the DDA to the Library may be utilized by the Library in such manner as the Library deems appropriate and prudent.

RESOLVED this 26th day of October, 2015 A.D.

Resolution was adopted by the following yeas and nays vote:

Yeas: DiMartino, Campbell, DuPont, Gillespie, Kurtz, Wertz, Yaroch  
Nays: Campbell  
Absent: Dipert

Motion by Member Kurtz, second by Mayor Campbell to give the authority to form an ad-hoc committee which would have representatives from the City, the DDA/Main Street Board, and the Library to annually analyze the funding of the Library pledge. Motion carried by unanimous voice vote.

2. DDA/Main Street Executive Director Job Description

Director Doyle stated that the Job Description Sub-Committee reviewed the job description for the *Charlevoix Main Street Executive Director/Grant Specialist* and recommended its approval. She stated that the description focuses on the downtown area and also adds the grant writing portion. Director Doyle stated that the grant component was in support of the 25% of her salary that is paid by the City. She stated that the City was in need of grant writing and monitoring as to not miss funding opportunities. Member Wertz stated that the language which read "Identify potential grant opportunities; research, write, and manage grant applications for all City departments," sounded like it would encompass more than 25% of Director Doyle's time. Director Doyle stated that justification for 25% of her time may be something that the Board would like to discuss at the joint meeting with City Council. Chair Barron stated that the wording could be changed to read "collaboration on the identification of potential grant opportunities." Director Doyle reviewed each of the five bullet points related to grants. She stated that

“coordinating documentation for all grant close outs” could be very time consuming. Director Doyle believed that the bullet points related to grants needed further clarification. She suggested tabling this item until the joint meeting so both entities could discuss the proposed job description. The Board concurred with Director Doyle’s recommendation.

3. Invitation for Joint Meeting with City Council

Director Doyle stated that City Council requested that the DDA/Main Street Board participate in a joint meeting with them on November 23, 2015 at 6:30 p.m. in Council Chambers.

Motion by Member Kurtz, second by Member Wertz to accept the City Council’s invitation for a joint meeting on November 23<sup>rd</sup> as requested. Motion carried by unanimous voice vote. Director Doyle suggested that the Board consider a joint meeting with City Council on an annual or semi-annual basis in the future.

4. Food Truck Committee Recommendation

Director Doyle stated that City Council requested a member of the DDA/Main Street Board serve on a Food Truck Committee that is tasked with creating a recommendation for action with regards to food trucks operating in the City. Chair Barron stated that he didn’t know how one member of the Board could really represent the full interest of the Board on such a committee. Director Doyle stated that Maureen Owens offered to be the representative of the Main Street Program. Discussion followed regarding the role of the committee and the DDA/Main Street’s role as a deliberative body and whether or not it was appropriate to have a member of the DDA/Main Street Board on the committee. Director Doyle suggested that they clarify to Council that the representative was a volunteer from the Main Street Program, but Ms. Owens would not represent the official position of the DDA/Main Street Board.

Motion by Mayor Campbell, second by Member Kurtz to appoint Maureen Owens as a Main Street Board liaison to the Food Truck Committee. After discussion, Ms. Owens felt that the committee’s job was to listen to all sides and to find a compromise, if possible, that satisfies public concern. Motion carried by unanimous voice vote.

**H. Public Comment**

None.

**I. Miscellaneous Business of the Board**

None.

**J. Future Agenda Items**

Director Doyle stated that she would like to include a report from Chris Leese regarding the Farmers Market at the next meeting and the Board concurred.

**K. Adjournment**

Motion by Member Wertz, second by Mayor Campbell to adjourn. Motion passed by unanimous voice vote. Meeting adjourned at 6:35 p.m.

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Joyce M. Golding/fgm

City Clerk

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Dan Barron

Chair