

City of Charlevoix
DOWNTOWN DEVELOPMENT AUTHORITY BOARD

Monday, November 28, 2011 – 5:30 p.m.
210 State Street, City Hall, Council Chambers, Charlevoix, Michigan

MINUTES

A) CALL TO ORDER

The meeting was called to order by Chairman Mason at 5:36 p.m.

Members Present: Dan Barron, Norman Carlson Jr, Fred DiMartino, Kirby Dipert, Hugh Mason, and Jeannine Wallace
Members Absent: Gina Whitney, Todd Wyett and John Yaroch
None.
Staff Present: DDA Executive Director Keith Carey
City Treasurer Rick Brandi

B) APPROVAL OF AGENDA

The Board approved the agenda as presented.

C) INQUIRY INTO POTENTIAL CONFLICTS OF INTEREST

None.

D) APPROVAL OF MINUTES

1. October 24, 2011 DDA Meeting Minutes

The Board reviewed the October 24, 2011 meeting minutes. Motion made by Member Barron and seconded by Mayor Carlson to approve the minutes of October 24, 2011 as submitted. Motion was adopted by a unanimous voice vote.

E) PUBLIC INPUT, NOT RELATED TO OTHER AGENDA ITEMS

None.

F) OLD BUSINESS

1. Fiscal Year 2012-13 Budget Discussion

City Treasurer Rick Brandi spoke to the Board about the proposed 2012-13 DDA budget. The Charlevoix County Equalization Department does not have an estimate on the City's taxable value at this time. The County has advised the City that there are commercial areas in the county that are experiencing a reduction of 1% to 4% in taxable values and this reduction may be reflected in the DDA district. He has looked at the status of the DDA Bonds. W Baird has reviewed the numbers and have concurred that the DDA should not look at refinancing at this time as we currently have low bond rates. Mr. Brandi reviewed the proposed DDA fund balance with the Board. The 2012-13 budget estimates a \$38,500 excess of revenues over expenses. The executive director has forgone a salary increase for the past two years and the proposed DDA budget includes a 2% salary increase for him as this increase is being budgeted for all City department heads. The State of Michigan is considering the elimination of personal property taxes. If personal property taxes are eliminated, it will affect the DDA's tax capture levels. The DDA could lose about \$40,000 a year. The \$30,000 contribution to the Charlevoix Public Library is proposed to resume in

2013-14, but is not included in the proposed 2012-13 budget. This contribution to the library lowers the amount that will be levied to the rest of community. The DDA will lose its ability to capture school/county funds in 2015-16. Presently, the Charlevoix Municipal Marina is contributing \$100,000 a year toward the marina project bonds. The marina debt service will be retired in 2025-26.

Member Barron asked the Board to consider removing the 2013-14 Library contribution. The item can be restored if funds are available.

The City Treasurer advised the Board that the City and the DDA executive director are very conservative in expending funds. The Board will need to approve its budget in January.

Executive Director Carey reviewed the 2011-12 year-end budget with the Board. The executive director noted that while expenditures are anticipated to exceed the current year budget, this does not reflect unbudgeted revenues from sponsorships and reimbursements. This has been the case in past years. Expenditures include necessary repairs performed on the Bridge Park Building including exterior repairs, awning replacements and handicap lift repairs. These items were not anticipated and therefore not budgeted for. The Park Equipment line item increased due to the adopt-a-bench program, though the vast majority of these monies were recouped through private reimbursement as the DDA received funds from citizens to purchase the benches. City Treasurer Brandi stated that the DDA budget will be amended to reflect the increase in revenues and expenses. The maintenance of the interactive fountain is also a reimbursable budget item.

G) NEW BUSINESS

1. Downtown Parking Enforcement Proposal

Executive Director Carey presented two letters to the Board on parking enforcement. These letters were submitted by Mr. John Ochs of Central Drugs (301 Bridge Street) and Mr. Rick Root of the Taffy Barrel (211 Bridge Street) and included thoughts and suggestions on downtown parking. Mr. Root also expressed concern regarding the Sunday angle parking on State Street, indicating that the angle parking makes it very difficult for vehicles pulling out of Van Pelt Alley to see oncoming traffic. Mr. Carey has also provided copies of the letters to the Police Department. The Board reviewed a memo from Police Chief Doan that included four options for future parking enforcement practices.

Member Dipert expressed a concern that option three *[place parking meters on Bridge Street and on the first few parking spaces on the side streets only and have timed parking in the parking lots enforced by chalking tires]* would be very confusing. Member Dipert supports option two *[place parking meters on Bridge Street and on the first few parking spaces on the side streets only and open the rear parking lots up to free parking]* which would result in the removal of nearly all parking meters from off-Bridge Street parking lots.

Chairman Mason wanted to ensure that overnight parking would not be permitted in the parking lots. Executive Director Carey advised the Board that overnight parking would not be permitted in either the DeWitt or Erber parking lots.

Member Wallace concurred with Mr. Root's comment that angle parking in the parking lots blocks visibility of vehicles on the street and is dangerous.

Member Dipert would like to have the meters removed in the winter months to assist with snow removal. Currently, the meters are removed after Apple Fest. The Board discussed the parking fines. Currently, a parking violation of a metered or timed parking space is \$5.00 and the Police Chief would like to increase

the fee to \$10.00. Chief Doan would also like to increase the fee for parking in a tow away, fire hydrant or yellow zone from \$15.00 to \$30.00.

Member Dipert would like the back parking lots to be free.

Mayor Carlson would like Bridge Street parking to be two-hour metered and the parking lots to be free.

The Board discussed the proposed improvements of the White parking lot and Mr. Ochs' letter.

Member DiMartino would like to avoid upsetting downtown shoppers. We need to provide free parking for customers.

The Board discussed how downtown Charlevoix compares to adjacent cities.

Motion made by Member Dipert to endorse option 2 [*Place parking meters on Bridge Street and on the first few parking spaces on the side streets only and open the rear parking lots up to free parking*], with the addition that we continue to meter the parking spaces in the Bridge Park area [including Bridge Park Drive] and the side streets between Bridge and State Street be regulated by timed parking. The meters are to be removed in the Winter months. The parking violation fees are to be increased from \$5.00 to \$10.00 and \$15.00 to \$30.00. Motion seconded by Member Wallace. Motion was adopted by unanimous voice vote.

I) MISCELLANEOUS BUSINESS

The Board reviewed the Executive Director's Report.

Executive Director Carey briefed the Board on the Holiday Parade and Flurry Fest.

The Board generally agreed to cancel its December 27th meeting.

J) FUTURE AGENDA ITEMS

DDA Budget

K) ADJOURNMENT

Motion made by Member Barron and seconded by Mayor Carlson to adjourn. Motion adopted by unanimous voice vote.

Meeting adjourned at 6:50 p.m.

Hugh Mason, Chairman

Linda Jo A. Weller, Recording Secretary

Carol A. Ochs, City Clerk