

**CITY OF CHARLEVOIX**  
**DOWNTOWN DEVELOPMENT AUTHORITY AND MAIN STREET MEETING**  
Tuesday, April 25, 2022 at 5:30 p.m.  
Council Chambers, City Hall

**1. Call to Order**

**2. Pledge of Allegiance**

**3. Roll Call**

Chair: Maureen Owens  
Members Present: Sean Bradley – participated remotely, Liam Dreyer, Luther Kurtz, Anne Oosthuizen, Paul Silva – participated remotely, Ron Way  
Members Absent: Sam Bingham, Kirby Dipert  
City Staff: Lindsey Dotson, Executive Director

**4. Inquiry Regarding Potential Conflicts of Interest**

Chair Owens welcomed Liam Dreyer as the newest full member of the DDA Board.

**5. Consent Agenda**

- A. Minutes
- B. Committee Minutes
- C. Monthly Report
- D. DDA Financials
- E. Michigan Main Street Program Community Requirements and Expectations Agreement
- F. Contract with Jon Mon for Cooperative Ad Film and Video

Chair Owens stated that she wanted to move Item E from the Consent Agenda to Item C under New Business. Member Dreyer stated that his last name was spelled “Dreyer” not “Dryer”.

Motion by Mayor Kurtz, second by Member Way to approve the Consent Agenda as revised. **Motion carried by unanimous voice vote.**

**6. Reports**

**A. Director's Report**

Bi-Annual Report - Director Dotson in accordance with PA57 of 2018 gave a brief presentation outlining recent accomplishments and future goals of the DDA for members to the public.

Member Silva joined the meeting remotely at this time.

**B. Destination Creation Course Report Out**

Director Dotson presented a report and feedback collected from the “first class” of the Destination Creation Course which included seven (7) Charlevoix businesses.

**7. Old Business**

**A. 109 Bridge Park Drive Update**

Chair Owens stated that she spoke earlier with John Murray and That French Place who had some items in the space will have those items removed by May 9th. Chari Owens stated that Mr. Murray had been approached by BIBCO who also passed along the potential of an opportunity to “Nomi Maids” who were interested in securing a lease for office space. Mr. Murray also approached JBird to discuss some minor configurations to better use of the space for the two (2) dynamically different businesses.

Motion by Mayor Kurtz, second by Member Oosthuizen to give John Murray permission to enter into a lease for space in the Bridge Park building with Nomi Maids using his best discretion as of May 1<sup>st</sup> or May 10<sup>th</sup>. **Motion carried by unanimous voice vote.**

Director Dotson stated Zoning Administrator Scheel had suggested the DDA ask the Planning Commission to consider specific signage requirements for the Bridge Park building.

Motion by Member Dreyer, second by Member Way to request the Planning Commission consider adjusting signage requirements for the Bridge Park Building to improve visibility of commercial tenants. **Motion carried by unanimous voice vote.**

**B. Downtown Maps Discussion**

Director Dotson stated that the subcommittee met on April 5<sup>th</sup> and reviewed two (2) proposals for the maps including Mitchell Graphics for \$2,500 and Harbor House Publishers for \$5,346. The subcommittee reviewed the options and recommended the DDA work with Mitchell Graphics.

Amanda Wilkin stated the kiosks were not included in the \$2,500 quote and she estimated a cost of \$1,000 for the kiosks.

Motion by Member Dreyer, second by Member Oosthuizen to work with Mitchell Graphics on the 2022 Downtown Charlevoix Map.  
**Motion carried by unanimous voice vote.**

**C. Public Restroom Discussion**

Director Dotson stated during the March regular meeting she was instructed to research modular restroom options that could be considered in lieu of the restroom trailer option that had been explored in recent months. She reviewed the specifics of the three (3) estimates she had obtained. City Manager Mark Heydlauff stated that there were two (2) things to consider including that the restrooms in City Hall could potentially be opened to the public, but if the consideration was geographic in nature the location was quite limited. Discussion followed regarding possible locations either on public or private property.

**8. New Business**

**A. Election of Officers**

Mayor Kurtz proposed that the election of officers be tabled until the May meeting and the Board members concurred.

Amanda Wilkin stated that she wanted to let the Board know that she appreciated being on the DDA Board and working with everyone for the past three (3) years.

**B. Closed Session: Executive Director Evaluation MCL 15.268(a)**

Chair Owens announced that it was time for Director Dotson's annual personnel evaluation and pursuant to her right under the Michigan Open Meetings Act, she has requested that the DDA Board of Directors enter a closed session for purposes of conducting a periodic personnel evaluation of a public officer. The Board entered closed session, and the members of the public left the meeting (6:22 p.m.)

Motion by Mayor Kurtz, seconded by Member Way to return to open session (7:50 p.m.). **Motion carried by unanimous voice vote.**

**C. Michigan Main Street Program Community Requirements and Expectations Agreement**

Motion by Member Way, second by Member Oosthuizen to sign the Master Level Agreement with Michigan Main Street. **Motion carried by unanimous voice vote.**

**9. Public Comments**

**10. Request for Future Agenda Items**

**11. Board Comments**

**12. Adjourn**

Meeting adjourned at 7:57p.m.

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Sarah J. Dvoracek/fgm

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Maureen Owens

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Chair