

THE DOWNTOWN DEVELOPMENT AUTHORITY

111 E. Lawrence Ave, Charlotte, MI 48813 (517) 543-2750

6:30 P.M. Tuesday, January 20, 2026

MEETING MINUTES

1. Call to Order: Meeting was called to order at 6:35 PM.
2. Roll Call: Present - Chair John Laupp; Vice-Chair Keisha Howe, Courtney Mead, Nicole Christensen, Amy Ramos. City Staff - Salena Benavidez; Absent: Anthony Rodriguez, Anthony Caporali
3. Approval of the Previous Meeting Minutes: Howe moved to approve the minutes; seconded by Christensen. All in favor, no opposed.
4. Public Comments: None
5. Agenda Items
  - a. DDA Finance Subcommittee appointment: Mead agreed to join
  - b. Charlotte Regional Outreach Alliance - Marketing Plan through CharlotteRising discussion: Christensen asked about financial commitment. Board decided to obtain more information and answer to questions before considering.
  - c. 2026/27 Budget preparation: Ordinance says budget must be prepared by Feb 15th. Approximate amount expected is \$20,000. Areas to include in budget are Beach Market open space; Downtown Food and Drink Week; Wayfinding.
  - d. Standard Claims Approval: Moved by Mead; seconded by Ramos. All in favor, none opposed.
  - e. Finance report: Moved by Ramos to receive; seconded by Christensen. All in favor; none opposed.
6. Board Member Comment: Ramos delivered a \$200 check from Love 4 Charlotte Business group for \$200.
7. Next Meeting Agenda Discussion: marketing
8. Adjournment: Moved by Mead; seconded by Ramos. All in favor, none opposed. Adjourned at 7:32 PM.