

# FENNVILLE DOWNTOWN DEVELOPMENT AUTHORITY

November 4, 2009 Minutes

**Call to Order/Roll Call** - The regularly scheduled monthly meeting of the Fennville DDA was held at Fennville City Hall on Wednesday, November 4, 2009. The meeting was called to order by Chairman Al LaShell at 7:03 p.m.

Members Present: Amy Cook, Al LaShell, Tony Morgan, Dan Rastall, Claude Rummer, Mark Schrock, ~~and~~ Steve Valkema, ~~and~~ Jodi Welscott

Members Absent:

Others Present:

The Pledge of Allegiance was recited.

**Public Comments** – None

**Secretary's Report** - The minutes of the October 7, 2009 meeting and the October 28, 2009 special meeting were presented to the board for review.

Motion: To approve the minutes of the October 7, 2009 meeting and the October 28, 2009 special meeting as presented.

Made by: T. Morgan                      Supported by: A. Cook

Results: Motion carried.

**Treasurer's Report** – Morgan reported the total cash on hand is \$142,352.40. One invoice was presented for payment: CB Studios, \$375 for the window murals on the John's Auto building.

Motion: To approve the payment of the invoice as presented.

Made by: D. Rastall                      Supported by: M. Schrock

Results: Motion carried.

**Communications** – LaShell reported he had received an email complimenting the DDA on its electronic newsletter. He also requested to take a group picture of the DDA board at the Business Advantage on November 9<sup>th</sup>. A profile of each board member will be developed, too.

## Old Business

- A. DDA board seat vacancy – This position still needs to be filled.

## New Business

- A. Streetscape Project Grant Funding – Members briefly discussed the streetscape project. Sheaffer reported the City Commission had agreed to apply for the grant on the behalf of the DDA. Fleis & VandenBrink has proposed to do the grant writing for \$3,300.

Motion: To employ Fleis & VandenBrink to do the grant writing for \$3,300 for the streetscape improvement grant.

Made by: T. Morgan                      Supported by: A. Cook

Results: Motion carried.

## Committee Reports

Economic Restructuring – The committee meets next Wednesday, November 11, 2009. Cook will now be chair of the committee. Sheaffer reported the Festival Committee is finalizing the schedule of events for Winterlude 2010. The chili cook-off will probably be dropped due to restrictions of the Health Department. So far there are two contestants enrolled in the beard contest. Rastall offered to contact the school regarding the band's participation in the parade. The location of the

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festival will be on the vacant property on Main Street and the portion of S. Maple Street between Main and W. Fennville Streets. After Christmas, no parking and no snow dumping will be allowed on the property to allow for a nice blanket of snow to accumulate for the festival. Snowmobiles will be encouraged to participate in both the parade and the festival.

- A. Organization – The committee has not met. Sheaffer suggested it meet in February of each year to review the TIF plan, and to prepare the annual report as well as the budget for the next fiscal year.
- B. Physical Elements – Rummer reported the committee has a large agenda and is therefore going to begin meeting every two weeks. It is planning on meeting with representatives from M-DOT, Rick Stout of Fleis & VandenBrink and Gary Tuhacek to determine any constraints for the streetscape design. It is also working on getting the vacant properties on Main Street and elsewhere within the DDA district advertised on the website. Development of a train depot, south alley improvements and parking on Main Street are also being planned.
- C. Promotion – Morgan reported the committee meets tomorrow. It is working on new commercial concepts for Fennville. LaShell has set up a Facebook page for Fennville.

**Miscellaneous** – LaShell said he is working with the Allegan County LIS department in getting a DDA district overlay map.

Rummer reported a downtown building in poor condition and with broken windows. Rastall will contact MTS regarding this.

Cook requested the DDA to participate in the Christmas parade on December 4<sup>th</sup>. She would like the float to be a preview for the Winterlude festival.

Motion: To approve a budget for a float for the Christmas parade not to exceed \$500.

Made by: A. Cook                      Supported by: T. Morgan

Results: Motion carried.

Sheaffer mentioned the cost for Christmas garland for downtown decorations is three times more than what it was last year. New banners were also discussed. Rummer suggested waiting until the streetscape has been completed as there will be new light structures downtown.

Rastall reported the Children’s Museum of Fennville is having its Murder Mystery dinner fundraiser this weekend at Cheshire Hills golf course. The City has submitted its Notice of Intent for both the N. Maple Street the Water Expansion projects. The Wellhead Committee has been formed and lagoon work will be finished by the end of this month.

Sheaffer was granted permission to borrow the projector for her referee instruction classes.

**Adjournment** - The meeting was adjourned at 8:08 p.m. with the next regular meeting to be held on December 2<sup>nd</sup> at 7:00 p.m.

(Minutes submitted by Lisa A. Sheaffer)