

FENNVILLE DOWNTOWN DEVELOPMENT AUTHORITY

February 1, 2006 Minutes

Call to Order/Roll Call - The regularly scheduled monthly meeting of the Fennville DDA was held at Fennville City Hall on Wednesday, February 1, 2006. The meeting was called to order by Chairperson Elice Menear at 7:00 p.m.

Members Present: Jim Lytle, Elice Menear, Tony Morgan, Gregg Puvogel, Claude Rummer, and Mark Schrock

Members Absent: Penny Thompson, Steve Valkema, and Kym Zumbrink.

Others Present: Mike Vanden Berg, MJVBerg Consulting; Bev Berens, Grand Rapids Press; Dan Rastall, City Commission

The Pledge of Allegiance was recited.

Public Comments – None.

Secretary's Report - The minutes of the January 4th meeting were presented to the board for review.

Motion: For the approval of the minutes of the January 4th meeting as presented.

Made by: J. Lytle

Supported by: M. Schrock

Results: Motion carried.

Treasurer's Report – Tony Morgan reported the cash balance as of 01/31/2006 was \$126,105.82. The invoice from Scholten Fant for legal services regarding the ACCM land lease agreement was presented for payment; the final draft of the lease has been received.

Motion: For the approval of payment of the invoice from Scholten Fant in the amount of \$3,013.91.

Made by: T. Morgan

Supported by: E. Menear

Results: Motion carried.

The budget will be reviewed for adjustments as many of the projects budgeted are no longer viable.

Old Business

- a. ACCM Lease Agreement Update – The final draft of the lease agreement was reviewed.

Motion: To authorize Elice Menear, as DDA Chairperson, and the Mayor to sign the lease agreement with the Allegan County Children's Museum.

Made by: J. Lytle Supported by: T. Morgan

Results: Motion carried by roll call vote.

Yes Votes: Lytle, Menear, Morgan, Puvogel, Rummer, Schrock

No Votes: None.

The lease will be presented to the City Commission at its meeting on Monday, February 6th.

- b. Strategic Plan Review – Menear stated that the strategic plan details the goals and objectives of each committee along with activities needed to obtain them. Menear suggested she meet with each committee to assist in the process of prioritizing those goals. The first meeting will be with the organization committee at a date and time yet to be determined. All meetings will be publicly posted. Menear would like to have two such meetings a month.
- c. 2006 ICSC West Michigan Alliance Program – Additional information regarding this conference was reviewed. Several members have volunteered to attend. Rastall suggested sending this information to the City Commission as well. The cost of the

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conference is \$45 a person. Puvogel suggested the attendees submit a report to the DDA regarding their experiences at this conference.

Motion: To allow \$180 to be spent for the attendance of three DDA members and one City Commissioner at the 4th Annual West Michigan Alliance Program.

Made by: T. Morgan Supported by: M. Schrock

Results: Motion carried.

- d. Su Casa Parking Lot – City Center Overlay District – Rastall reported the Planning Commission at its next meeting is going to review the different zoning within the City Center Overlay District as there are some differences, such as parking requirements, needing to be resolved. The Planning Commission will also be reviewing and updating the Master Plan this year.

New Business - No new business was reported.

Committee Reports

- a. Communications – Gregg Puvogel will attend the next City Commission meeting scheduled for Monday, February 6th.
- b. Economic Restructuring – Menear and Zumbrink are meeting with Huntington Bank and the Bank of Holland to finalize the loan program. There is some minor wording clarification and a history section that needs to be completed.
- c. Organization – No report other than the committee is meeting this month.
- d. Physical Elements – Schrock reported the first meeting with STDI representatives will be held next Tuesday, February 7th. Members of the DDA, City Commission, the Downtown Design Review Committee and the Planning Commission have been invited to attend.
- e. Promotion – No report. Sheaffer stated the Allegan County Community Foundation is continuing with the Small Town Success core group of attendees, and members of the Promotion Committee might want to become involved as the group is discussing ways to promote the county and its communities.

Miscellaneous – Menear reported she had received a letter of resignation from Penny Thompson. Thompson also served as the DDA representative on the Downtown Design Review Committee, so her resignation leaves a vacancy there as well as on the DDA.

The DDA Tax Increment Financing and Development Plan also needs to be reviewed and updated.

Adjournment - The meeting was adjourned at 8:22 p.m. with the next regular meeting scheduled for March 1st at 7:00 p.m.

(Minutes submitted by Lisa A. Sheaffer)