

FENNVILLE DOWNTOWN DEVELOPMENT AUTHORITY

April 4, 2007 Minutes

Call to Order/Roll Call - The regularly scheduled monthly meeting of the Fennville DDA was held at Fennville City Hall on Wednesday, April 4, 2007. The meeting was called to order by Vice Chairperson Mark Schrock at 7:03 p.m.

Members Present: Bruce Cutean, Jim Lytle, Elice Menear (7:45 p.m.), Tony Morgan, Margee Overhiser, Mark Schrock, Jim Suerth, Steve Valkema, and Kym Zumbrink

Members Absent: Gregg Puvogel, and Mike Vanden Berg

Others Present: No one.

The Pledge of Allegiance was recited.

Public Comments – None.

Secretary's Report - The minutes of the February 7th, 2007 regular meeting were presented to the board for review.

Motion: To approve the February 7th meeting minutes as presented.

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

Results: Motion carried.

Treasurer's Report – Tony Morgan reported the cash balance as of 03/31/2007 was \$120,460.76. There were no invoices presented for payment. Morgan stated the budgeted amount for the contracted services line item will need to be amended. He will present that at the May meeting.

Communications

- A. ICSC Alliance Program Report – Jim Lytle attended the conference held in Grand Rapids in March. His official report is posted on the website. Façade programs were discussed during one of the breakout sessions held. No one has taken advantage of Fennville's façade loan program yet.
- B. Liquor Licenses for Redevelopment
- C. WMRPC Request for Projects
- D. Small Town and Rural Development Conference

Old Business – None.

New Business

- A. Demolition Bid Proposals – The summary of the bid proposals were reviewed. Schrock stated he and Elice Menear had met with Gary Tuhacek, City Superintendent of Public Works to review the bids and recommended Specialized Demolition, Inc. Specialized Demolition's proposal described the demolition work to be completed in great detail, and it will handle all the paperwork involved in reporting to the Michigan Department of Environmental Quality.

Motion: To accept the demolition bid proposal submitted by Specialized Demolition for the amount of \$35,500.

Made by: B. Cutean Supported by: J. Lytle

Results: Motion carried.

Committee Reports

- A. Economic Restructuring – No report.
- B. Organization – No report.

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- C. Physical Elements – Schrock discussed the concept plan for the redevelopment of the vacant properties on Main Street. He requested that the board approve the plan, which would then be submitted to the City Planning Commission and the City Commission for review. Parking and zoning for the children’s museum was discussed. It was decided to add the development of a city-wide parking plan to the concept plan. Schrock also suggested that the parcels be surveyed soon after the demolition project. The next meeting of the redevelopment sub-committee is scheduled for Tuesday, April 17th, at 6:00 p.m. at city hall.

Motion: To accept the Main Street Redevelopment Project Concept Plan with the addendum of developing a city-wide parking plan.

Made by: T. Morgan Supported by: B. Cutean

Results: Motion carried.

- D. Promotion – Jim Lytle reported the quote from Royal Glass for the kiosk was \$1,345. Schrock, who did the initial design, requested to review it before it is officially submitted to Royal Glass. Lytle presented samples of the materials to be used for the kiosk. He also suggested that rules for using the kiosk be established.

Motion: To accept the quote from Royal Glass for the manufacturing of the kiosk for the green space on Main Street.

Made by: T. Morgan Supported by: B. Cutean

Results: Motion carried.

Miscellaneous – Nothing.

Adjournment - The meeting was adjourned at 8:30 p.m. with the next regular meeting to be held on May 2nd at 7:00 p.m.

(Minutes submitted by Lisa A. Sheaffer)