

FENNVILLE DOWNTOWN DEVELOPMENT AUTHORITY

April 5, 2006 Minutes

Call to Order/Roll Call - The regularly scheduled monthly meeting of the Fennville DDA was held at Fennville City Hall on Wednesday, April 5, 2006. The meeting was called to order by Chairperson Elice Menear at 7:01 p.m.

Members Present: Jim Lytle, Elice Menear, Tony Morgan, Gregg Puvogel, Mark Schrock, Steve Valkema, and Kym Zumbrink (7:10 p.m.)

Members Absent: Claude Rummer

Others Present: Jim Suerth, City Commission; Mike Vanden Berg, MJVBerg Consultants

The Pledge of Allegiance was recited.

Public Comments – None.

Secretary's Report - The minutes of the March 1st regular meeting, the February 7th and March 21st special meetings were presented to the board for review.

Motion: For the approval of the minutes of the March 1st regular meeting and the February 7th and March 21st special meetings as presented.

Made by: J. Lytle

Supported by: M. Schrock

Results: Motion carried.

Treasurer's Report – Tony Morgan reported the cash balance as of 03/31/2006 was \$132,940.06. Invoices presented were from the City of Fennville for postage and copies charges for the STDI flyer, Elice Menear for mileage, lunch and parking fee reimbursement, Jim Lytle for mileage and parking fee reimbursement and Scholten Fant for legal services regarding the lease agreement.

Motion: For the approval of payment of the invoice from the City of Fennville in the amount of \$55.02.

Made by: G. Puvogel

Supported by: J. Lytle

Results: Motion carried.

Motion: For the approval of payment of the reimbursement request from Elice Menear in the amount of \$71.95.

Made by: G. Puvogel

Supported by: M. Schrock

Results: Motion carried.

Motion: For the approval of payment of the reimbursement request from Jim Lytle in the amount of \$48.94.

Made by: G. Puvogel

Supported by: M. Schrock

Results: Motion carried.

Motion: For the approval of payment of the invoice from Scholten Fant in the amount of \$114.00.

Made by: S. Valkema

Supported by: T. Morgan

Results: Motion carried.

The board reviewed the proposed budget amendments. Changes regarding the DDA director position and in the final community development block grant process were the main cause for the amendments.

Motion: For the approval of budget amendments as presented.

Made by: M. Schrock

Supported by: T. Morgan

Results: Motion carried.

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Old Business

- a. Small Town Core Group – A new representative of Fennville is needed for this group. Sheaffer will contact Paulette Clouse.

New Business - No new business was reported.

- a. Small Town and Rural Development Conference – The board decided to forego this conference as it still has quite a bit of information from the previous conferences to analyze.

Committee Reports

- a. Communications – Jim Lytle and Elice Menear both attended the Michigan Downtown Revitalization Conference and briefly reviewed some of the events. Both will submit written reports at the next meeting.

Jim Lytle presented a written report on the ICSC West Michigan Alliance Program he attended in March. Elice Menear and Mark Schrock had attended as well, and both gave verbal reports. Some of the roundtable discussions the group attended were downtown incentives, economic development toolbox, green building sustainable design, and real estate investment trusts. Each DDA member was requested to send at least one project he would like to see occur within the downtown to Sheaffer, who make a list for the next meeting.

Mark Schrock reported he had attended the City Commission meeting on March 6th. At the meeting, the County Commissioner Kimberlee VanLangevelde informed the commission that there would be a millage proposal for county parks on the August ballot. Gary Tuhacek, DPW Superintendent announced that the notice of intent for the CDBG was accepted and the city is in the process of completing the application. Schrock reminded the commission to attend the STDI meeting the following day. Tony Meyaard was appointed to the Downtown Design Review Committee as a member at large.

Motion: To appoint Mark Schrock as the DDA representative to the Downtown Design Review Committee.

Made by: T. Morgan Supported by: G. Puvogel

Results: Motion carried.

Schrock will meet with city commissioners Jon Joynson and Dan Rastall, who are both on the city properties committee, to discuss the marketing plan for the vacant property redevelopment.

Schrock also reported that the city needs representatives to serve on its Brownfield Redevelopment Authority. Anyone interested in doing so should contact Jim Suerth.

Schrock also suggested everyone to go on-line to read the city commission meeting minutes.

The next meeting of the city commission is April 17th at 7 p.m., and Jim Lytle will be attending.

- b. Economic Restructuring – Zumbrink presented the loan program and the application steps. Schrock will rework some of the wording and resubmit to Zumbrink. Zumbrink also mentioned the Lakeshore 504 loan program based out of Holland. She will request the organization to make a presentation at the next meeting. It provides low-interest loans to small business owners for construction costs, land purchases, equipment and soft costs. Its website is www.lakeshore.org.

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- c. Organization – Menear, Puvogel and Valkema had met. An organizational chart for the DDA was presented for review. It will be further discussed at the next meeting.
- d. Physical Elements – Schrock reported the second STDI meeting went well. The next meeting is tentatively scheduled for late June. Many of the DDA members had expected to see pictures of the Fennville area, which were not shown, but the meeting overall was positive and helpful.
- e. Promotion – The committee distributed the STDI flyers and will be working on promotion and distribution of the loan program to local businesses.

Miscellaneous

- a. ACCM 2nd Annual Art Auction – Menear encouraged everyone to attend the auction which is being held April 21st. Proceeds will go toward the operational costs of the ACCM.
- b. Union Enterprise Article – The article presented an unscientific survey determining the best place to live in Allegan County, and Fennville was the overall winner.
- c. Liquor Licenses for Downtowns and Redevelopment – Sheaffer presented the Michigan Municipal League's Legislative Link of March 27, 2006, which included information regarding work towards creating new liquor licenses for DDAs as well as for newly created redevelopment zones.
- d. DDA Board Vacancy – Sheaffer reminded the board members that the vacancy on the DDA has yet to be filled. Discussion ensued regarding whether applications should be taken and/or advertisements placed. It was decided that each DDA member will bring to the next meeting at least one name of a person who is willing to serve on the DDA. The person is encouraged to attend the next meeting as well in order to detail his interest in the DDA.
- e. Easter Bunny – Lytle announced the Easter Bunny will be at the ACCM at 11:30 a.m. on Friday, April 7th.
- f. ACCM Architect Announcement – Mike Vanden Berg announced that the firm of Fenn's Design Mill, consisting of three local architects and himself, was awarded ACCM's new building design project

Adjournment - The meeting was adjourned at 8:50 p.m. with the next regular meeting scheduled for May 3rd at 7:00 p.m.

(Minutes submitted by Lisa A. Sheaffer)