

# FENVILLE DOWNTOWN DEVELOPMENT AUTHORITY

June 7, 2006 Minutes

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

Members Present: Jim Lytle, Elice Menear, Gregg Puvogel, Claude Rummer, Mark Schrock, Steve Valkema (7:07 p.m.), and Kym Zumbrink

Members Absent: Tony Morgan

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 May 3<sup>rd</sup> regular meeting were presented to the board for review.

Motion: For the approval of the minutes of the May 3<sup>rd</sup> regular meeting as presented.

Made by: M. Schrock

Supported by: G. Puvogel

Results: Motion carried.

**Treasurer's Report** – No treasurer's report. Sheaffer stated the cash balance as of 05/31/2006 was \$130,998.85. Invoices presented for payment were from Rick's Lawn Service for mowing and trimming services and Jim Lytle for website domain name registration, hosting and development.

Motion: For the payment of the invoice from Rick Lawn's Service in the amount of \$120 and for the invoice from Jim Lytle in the amount of \$285.

Made by: G. Puvogel

Supported by: M. Schrock

Results: Motion carried.

## Old Business

- a. Interpretative panel on the Allegan County Heritage Trail – Schrock reported he was working on the narrative as well as gathering photos for the information to be included in the interpretative panel. Sheaffer stated manufacturing costs are estimated at \$2,000 and installation costs at \$500.
- b. Board Vacancy – The board reviewed the written statements submitted by two of the three candidates interested in serving on the DDA board. The board also discussed expanding the board from nine members to eleven.

Motion: To amend the by-laws to expand the DDA to eleven members and for the quorum to consist of six members.

Made by: J. Lytle

Supported by: K. Zumbrink

Results: Motion carried by roll call vote.

Yes Votes: Lytle, Menear, Rummer, Schrock, Valkema, Zumbrink

No Votes: Puvogel

Motion: To invite Bruce Cutean and Mike Vanden Berg to serve as members of the DDA board.

Made by: K. Zumbrink

Supported by: M. Schrock

Results: Motion carried.

The appointment of Bruce Cutean and Mike Vanden Berg to the DDA board will go before the City Commission for approval. There is still one vacancy on the board, and candidate Margie Overhiser will be considered for that position.

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## New Business

- a. DDA Website Review – Lytle reported the DDA's website has been up for about a month. There is a lot of information on it, but he requested the board members to look the website over and provide additional input. It has links to the websites of the City, the Chamber and the Fennville News. Menear added that the website is very user friendly.

## Committee Reports

- a. Communications – Rummer reported the City Commission is finishing its budget process. The City has been accomplishing a lot. The West Fennville Street is almost complete and is waiting for the phone utility to move its lines. The New School and Street Safety Enhancement project is set to begin in July, and the street in front of the high school will be repaved. The City would also like to repave both of the alleys that run parallel to M-89, the north alley is located behind the hardware and grocery stores, and the south alley runs between S. Maple and W. Fennville Streets. Estimated costs for repaving both alleys are between \$5,000 and \$6,000. The board discussed whether or not easements existed for the alleys.

Motion: Contingent on the property owners' permission or establishment of an easement for the south alley, to approve the payment of up to \$6,000 by the DDA for the repaving of the north and south alleys.

Made by: E. Menear                      Supported by: K. Zumbrink

Results: Motion carried by roll call vote.

Yes Votes: Lytle, Menear, Rummer, Valkema, Zumbrink

No Votes: None.

Abstaining: Puvogel and Schrock

Rummer also reported that the City has always purchased the flowers for the downtown business district in the past. He requested the DDA to take over the purchase and maintenance of the flowers on an annual basis.

Motion: To agree to pay the costs for the purchase and watering of the flowers for the downtown business district, not to exceed \$1,000 annually.

Made by: E. Menear                      Supported by: J. Lytle

Results: Motion carried.

Rummer stated he and Tony Morgan had discussed the amount paid for clerical services the City provides for the DDA and whether or not it should be increased. The board reviewed the current monthly payment, and Sheaffer suggested increasing it to \$150 per month, as that would cover 8 hours/month for her wages plus equipment use and supplies.

Motion: To increase the amount reimbursed to the City of clerical services provided to the DDA to \$150 per month.

Made by: M. Schrock                      Supported by: S. Valkema

Results: Motion carried.

- b. Economic Restructuring – Zumbrink presented the loan program documents. It is ready for binding. It was decided to add the entire City Center Overlay District ordinance to the informational packet. Sheaffer will make copies and take all the documents to Menear on June 8<sup>th</sup> for binding. The Promotion Committee will be responsible for distributing the packets. Also, Sheaffer will email the information to Lytle in order for it to be placed on the website.

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Zumbrink then suggested offering a similar program for exterior signs for the downtown businesses. Zumbrink and Schrock will work together to develop a proposal for a sign program.

Puvogel suggested contacting the Allegan County Community Foundation in order to set up a program that Fennville residents can give tax-deductible donations to Fennville projects. Sheaffer also suggested providing small business counseling to the downtown businesses. She will send Zumbrink the state and regional contact information.

- c. Organization – No report.
- d. Physical Elements – Schrock reported the next STDI meeting is July 13<sup>th</sup> at 7:00 p.m. at City Hall. Actual images of Fennville generated from ideas gathered from the last two meetings will be presented for review.
- e. Promotion – No report.

**Miscellaneous** – Menear stated she will be attending the next City Commission meeting scheduled for June 19<sup>th</sup>. She also suggested board members review the strategic plan along with the organization chart to see whether there should be any committee changes.

Menear also requested a committee be formed to develop a farmers' market. She has information regarding the set up of such markets, and there is an upcoming seminar on them as well. Puvogel suggested having someone like Jim Davison, who operated the farmers' market in Fennville in the past, come to the August DDA meeting. Sheaffer will contact Mr. Davison to set up a meeting.

Rummer reported that two developers had met with him and Jim Suerth to discuss a housing project within the city. The developers currently have a verbal agreement for property south of W. Fennville Street. The development would consist of 48 houses and 22 condominiums.

Sheaffer reported the City is interested in taking over the job of mowing the DDA property. Rummer added there were a lot of bushes and small trees that needed to be removed as well.

Motion: To approve paying the City for mowing and trimming services for the DDA property not to exceed \$40 per service.

Made by: J. Lytle                      Supported by: K. Zumbrink

Results: Motion carried.

Schrock stated there is currently a project underway to create office space in the building located at 302 Walter. There are some rezoning issues to be resolved first. Anyone needing office space should contact him.

**Adjournment** - The meeting was adjourned at 8:58 p.m. with the next regular meeting to be combined with the STDI meeting scheduled for July 13<sup>th</sup> at 7:00 p.m.

(Minutes submitted by Lisa A. Sheaffer)