

FENVILLE DOWNTOWN DEVELOPMENT AUTHORITY

August 2, 2006 Minutes

Call to Order/Roll Call - The regularly scheduled monthly meeting of the Fennville DDA was held at Fennville City Hall on Wednesday, August 2, 2006. The meeting was called to order by Chairperson Elice Menear at 7:00 p.m. Menear welcomed new board members Bruce Cutean and Mike Vanden Berg. Roundtable introductions were made.

Members Present: Bruce Cutean, Jim Lytle, Elice Menear, Tony Morgan, Gregg Puvogel (7:03 p.m.), Claude Rummer, Mark Schrock, Steve Valkema, Mike Vanden Berg, and Kym Zumbrink

Members Absent: No one.

Others Present: James Dickinson, Dickinson Recreation

The Pledge of Allegiance was recited.

Public Comments – James Dickinson spoke regarding the availability of apartments in the downtown area. Currently, there are no vacancies in any of the residential apartments owned by Maridrew Properties or Tony Morgan.

Secretary's Report - The minutes of the June 7th regular meeting and the July 13th STDI meeting were presented to the board for review.

Motion: For the approval of the minutes of the June 7th regular and the July 13th STDI meetings as presented.

Made by: M. Schrock

Supported by: J. Lytle

Results: Motion carried.

Treasurer's Report – Tony Morgan reported the cash balance as of 06/30/2006 was \$131,511.72. There were no invoices presented for payment. Menear suggested the DDA invest at least \$100,000 in order to earn more interest than what is currently being made in the checking account.

- a. Main Street Dollar – Sheaffer reported rent payments for the months of June and July have not been made by Main Street Dollar. She also stated the City Clerk had received notice that the owner had filed for bankruptcy. Menear instructed Sheaffer to contact the attorney regarding the matter. The DDA discussed leaving the building vacant and including it with the redevelopment of the adjoining vacant property.
- b. Flower Watering Services Payment Procedure – As the DDA had agreed to pay for the flower watering services for the flowers in the downtown area, Sheaffer inquired as to how payments should be made. Currently, Chris' Hair Styling has been paying for it. The DDA agreed that Chris' Hair Styling should submit a written account for reimbursement for what has been paid. As Chris' Hair Styling is monitoring Drew, the person performing the service, it should submit a written request for payment on at least a monthly basis. Payment will be made directly to Drew. Sheaffer will contact Chris to make these arrangements.

Old Business

- a. Interpretative panel on the Allegan County Heritage Trail – Schrock reported he had spoken with Kevin Ricco, the Allegan County Parks director and member of the Allegan County Heritage Trail Advisory Board. Currently, the board is working on amassing the information for all the interpretative panels to be built. Manufacturing of the panels will occur during the winter months with installation beginning in early spring. Schrock has been gathering pictures and information on Fennville. Cutean and Gregg Puvogel volunteered to help with this project.

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- b. Board Vacancy – Sheaffer reported both Bruce Cutean and Mike Vanden Berg had been officially approved by the City Commission. This leaves one vacancy left to be filled. Also the terms of Mark Schrock and Steve Valkema had been extended one year in order to keep the terms staggered appropriately. She referred to the committee contact information included in the agenda packet. The DDA discussed whether contact information should be included on the website. Some members were concerned with being further exposed to spam emails. It was decided that any emails should be sent to Sheaffer, who will then forward them on to the appropriate members. The board then discussed the open board position. Board members will contact several people to determine interest and invite them to the next DDA meeting.
- c. Tree Replacement Plan – The DDA reviewed the tree replacement plan as submitted by Tom Pantelleria. The plan calls for replacing ten trees at an estimated cost of \$200 a piece. Although only four of the ten trees are located within the DDA district, the DDA agreed to pay for the replacement of all ten.
Motion: To give \$2,000 to the City of Fennville for the tree replacement program.
Made by: M. Schrock Supported by: C. Rummer
Results: Motion carried.

New Business - Nothing submitted.

Committee Reports

- a. Communications – Rummer reported the Lexington Square housing project is going well. He also stated that the New School and Street Safety Enhancement project has begun. The project has been changed to include sidewalks on both sides of Mary Street. He also reported that Family Dollar is having its grand opening on Thursday morning.
- b. Economic Restructuring – Menear reported the loan program packets will be finished once she obtains the folders.
- c. Organization – No report.
- d. Physical Elements – Schrock reported the final STDI meeting was held July 13th at city hall. Once the final report is received the committee, together with the Downtown Design Review Committee, will review the results and determine a list of projects, i.e. street lighting, for the DDA to complete. The images will be available on the website, and the PowerPoint presentation will be made by Lytle at a fall meeting of the Chamber of Commerce.
- e. Promotion – No report.

The DDA decided to move Communications from the Committee Reports section to its own item on the agenda. The membership of the committees was also reviewed and the new members were appointed. Committee membership is as follows:

Economic Restructuring – Lytle, Menear, Zumbrink
Organization – Menear, Puvogel, Valkema
Physical Elements – Rummer, Schrock, Vanden Berg
Promotion – Cutean, Lytle, Morgan

Miscellaneous – The DDA reviewed the MEDC’s letter regarding the fall 2006 funding cycle for Notices of Intent (NOI). It felt there was not adequate notice to submit a project as the deadline is August 31, 2006. As a side note, Rummer stated that both Julie Wright and Lisa

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Sheaffer had expressed an interested in taking courses in grant-writing. Vanden Berg Zumbrink also requested to be considered to take the course should one be made available.

Vanden Berg inquired on the status of the property to the immediate north of City Hall. There have been informal discussions on obtaining the property for a parking lot.

Vanden Berg suggested that since the STDI project is finished, the DDA's focus should return to the redevelopment project for the vacant property on Main Street. The Physical Elements Committee will have recommendations for this project at the next meeting in September.

Lytle reminded the board it had previously discussed the possibility of developing a brochure for Fennville. The Promotion Committee will work on this. Sheaffer suggested developing a relocation packet for businesses considering moving to the city.

The board also discussed the Goose Festival for 2007 as this is the Goose Fest Committee's last year in running the festival.

Adjournment - The meeting was adjourned at 8:45 p.m. with the next regular meeting to be held on September 6th at 7:00 p.m.

(Minutes submitted by Lisa A. Sheaffer)