

# FENNVILLE DOWNTOWN DEVELOPMENT AUTHORITY

September 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, September 7, 2006. The meeting was called to order by Chairperson Elice Menear at 7:04 p.m.

Members Present: Jim Lytle, Elice Menear, Tony Morgan, Claude Rummer, Steve Valkema, and Mike Vanden Berg

Members Absent: Bruce Cutean, Gregg Puvogel, Mark Schrock, and Kym Zumbrink

Others Present: No one.

The Pledge of Allegiance was recited.

**Public Comments** – None

**Secretary's Report** - The minutes of the August 2<sup>nd</sup> regular meeting were presented to the board for review. No formal motion was made to accept the minutes as presented.

**Treasurer's Report** – Tony Morgan reported the cash balance as of 08/31/2006 was \$166,560.41. There were two invoices presented for payment. One was from the Small Town Design Initiative for the balance due on the contract, and the other was from Elice Menear for reimbursement of materials purchased for the loan program application.

Motion: To pay the invoice from Small Town Design Initiative for \$3,200.00 and to reimburse Elice Menear the amount of \$8.66.

Made by: M. Vanden Berg Supported by: J. Lytle

Results: Motion carried.

**Communications** – Jim Lytle volunteered to be the DDA representative at the City Commission meeting of September 18<sup>th</sup>.

Claude Rummer presented information regarding the second round of CDBG applications regarding the façade program as well as the Cool Cities program.

Menear presented information from ASTI environmental regarding Brownfield Redevelopment Authorities.

Sheaffer distributed information regarding grant strategies. She also reported that Jim Davison is planning on attending the DDA meeting in October to discuss farmer markets. Sheaffer also reported that she had been in touch with Cris Aguilar, and arrangements have been made for payment for the watering of the downtown flowers.

## **Old Business**

- a. Board Vacancy – Possible candidates have not yet been contacted.
- b. Main Street Dollar – Sheaffer reported the attorney had advised the DDA to wait on this matter until the bankruptcy process has been completed.

**New Business** - Nothing submitted.

## **Committee Reports**

- a. Economic Restructuring – Menear presented the loan program paperwork. The promotion committee will develop a plan to distribute the program to the downtown businesses. The committee will try to incorporate the STDI study into its presentation to illustrate the different options available to business owners.

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- b. Organization – No report.
- c. Physical Elements – Schrock reported via email that the committee had met to discuss grant funding for the underground utility project and had come to the conclusion that the project would not be eligible at this time. The committee will work to have potential projects outlined in order to be prepared whenever grant funding opportunities arise.

The committee is planning to meet with the City Properties committee to discuss the vacant land redevelopment plan and marketing of such.

The final STDI report has been received. The Chamber is planning a fall event on September 17<sup>th</sup> at the gebben/gray gallery where a short presentation of some of the images of the report will be given.

The committee has received the final guidelines for the interpretative panel.

- d. Promotion – Jim Lytle presented several brochure options to the board. He requested the DDA to decide what information needed to be included and to whom the information needed to be distributed.

Lytle also presented the idea for a kiosk to be placed in the green space on Main Street and used as a community bulletin board.

**Miscellaneous** – Sheaffer presented several different rates for certificates of deposit. The board requested the information to be presented again at the next meeting.

The DDA discussed the house located at 113 Fennville Street in regards to ownership, etc.

The DDA discussed the empty lots on S. Maple Street and the back of Main Street Dollar. The fence and bushes need to be removed.

Motion: To reimburse the city for the removal of the fencing and bushes on the property on S. Maple Street.

Made by: M. Vanden Berg Supported by: E. Menear

Results: Motion carried.

Mike Vanden Berg reported that the ACCM will be presenting the final design of its new building to the DDA for approval. It will also be making a presentation to the City Commission.

**Adjournment** - The meeting was adjourned at 8:09 p.m. with the next regular meeting to be held on October 4<sup>th</sup> at 7:00 p.m.

(Minutes submitted by Lisa A. Sheaffer)