

# FENNVILLE DOWNTOWN DEVELOPMENT AUTHORITY

September 6, 2007 Minutes

**Call to Order/Roll Call** - The regular monthly meeting of the Fennville DDA was held at Fennville City Hall on Wednesday, September 6, 2007. The meeting was called to order by Chairperson Elice Menear at 7:00 p.m.

Members Present: Jim Lytle, Elice Menear, Tony Morgan, Margee Overhiser (7:05 p.m.), Claude Rummer, Mark Schrock, and Kym Zumbrink

Members Absent: Bruce Cutean, 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 August 16, 2007 regular meeting were presented to the board for review.

Motion: To approve the August 16<sup>th</sup> meeting minutes as presented.

Made by: M. Schrock

Supported by: C. Rummer

Results: Motion carried.

**Treasurer's Report** – Tony Morgan reported the cash balance as of 08/31/2007 was \$117,174.00. One invoice was presented for payment from Overisel Lumber for posts used to display the signs at the vacant property.

Motion: To approve the payment of the invoice from Overisel Lumber in the amount of \$48.58, as presented.

Made by: J. Lytle

Supported by: K. Zumbrink

Results: Motion carried.

## Communications

- A. Request for Tree Plantings – The board reviewed the proposed tree plantings developed by Tom Pantelleria, City Commissioner.

Motion: To approve the payment for the proposed tree plantings up to the amount of \$2,000 provided it is permissible for the DDA to allocate funds out of its district.

Made by: T. Morgan

Supported by: M. Schrock

Results: Motion carried.

- B. 2007 Downtown Improvement Initiatives – The board reviewed the information sent by the MSHDA CATEam regarding two grant programs.

- C. Natural Connections Summit 2007, West Michigan Strategic Alliance – The board reviewed the information and discussed attendance. Sheaffer suggested City Commission Larry Morse, as he had worked on the City's Recreation Plan.

Motion: To approve to pay for up to three people to attend the Natural Connections Summit 2007.

Made by: M. Schrock

Supported by: J. Lytle

Results: Motion carried.

**Old Business** – Menear stated she had contacted Gregg Puvogel. As it is unknown as to when he will be available to return to the board, Puvogel will resign from the DDA. However, he will remain active on the Organization Committee. Since Puvogel had served as the Secretary, that officer position was now vacant.

Motion: To appoint Jim Lytle to serve as the Secretary of the DDA.

Made by: M. Schrock

Supported by: M. Overhiser

Results: Motion carried.

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## New Business

- A. Claude Rummer reported he had received news that Su Casa has won its appeal to the Michigan Liquor Control Commission and has received approval of its liquor license application.

## Committee Reports

- A. Economic Restructuring – Sheaffer stated she had received information from the Michigan Downtown Association regarding DDA façade grants. Zumbink agreed to research whether or not this would be feasible for the DDA to provide.
- B. Organization – No report.
- C. Physical Elements
  - 1. Schrock reported the signs have been installed on the vacant lots by the City DPW department. Sheaffer has not yet received an invoice for the signs.
  - 2. The draft request for proposals was given to the DDA to review. Copies have been sent to Lori LaPerriere, the CATeam representative, and the attorney. The lots have to be surveyed and legal descriptions still need to be developed.  
Motion: To approve payment for the property to be surveyed in an amount not to exceed \$1,500.  
Made by: T. Morgan                      Supported by: M. Overhiser  
Results: Motion carried.

Margee Overhiser offered to have the weeds removed from the vacant property. Schrock set the next meeting for the CCRP for Monday, September 17<sup>th</sup> at 1 p.m. at City Hall.

Promotion – Jim Lytle had planned on having some information regarding a brochure presented but the person Lytle had scheduled was not there. Lytle stated the board at the last meeting had considered devoting a meeting for a “re-visioning” process and suggested the meeting be scheduled. Lytle also requested the board to email a list of accomplishments by the DDA to him.

Schrock reported he and Lytle had met with a marketing consultant currently working with the Children’s Museum of Fennville on marketing its fundraising campaign. They both felt the DDA would be able to work with this consultant as well and keep the marketing of Fennville consistent.

## Miscellaneous

- A. Michigan Downtown Conference – Lytle will attend this three day conference in Traverse City.
- B. Sheaffer requested the DDA to consider paying for landscaping and paving the parking lot of the City Hall in order to have an area available for a farmer’s market. Rummer agreed to take this project and will meet with Gary Tuhacek to determine costs, etc.

**Adjournment** - The meeting was adjourned at 8:16 p.m. with the next regular meeting to be held on October 3<sup>rd</sup> at 7:00 p.m.

(Minutes submitted by Lisa A. Sheaffer)