

# FENNVILLE DOWNTOWN DEVELOPMENT AUTHORITY

October 1, 2008 Minutes

**Call to Order/Roll Call** - The regularly scheduled monthly meeting of the Fennville DDA was held at Fennville City Hall on Wednesday, October 1, 2008. The meeting was called to order by Chairperson Elice Menear at 7:00 p.m.

Members Present: Amy Cook (7:01 p.m.), Jim Lytle, Elice Menear, Tony Morgan, Margee Overhiser (7:02 p.m.), Mark Schrock, Dan Rastall, and Steve Valkema

Members Absent: Claude Rummer

Others Present:

The Pledge of Allegiance was recited.

## Public Comments

**Secretary's Report** - The minutes of the September 3, 2008 meeting were presented to the board for review.

Motion: To accept the September 3<sup>rd</sup> meeting minutes as presented

Made by: J. Lytle                      Supported by: D. Rastall

Results: Motion carried.

**Treasurer's Report** – Morgan reported the cash balance as of 09/30/2008 was \$123,199.40. Sheaffer stated that in order to get the financial statements to members before the meeting, they do not include the month-end journal entries. The following expenses have been paid: \$120 for lawn mowing services and \$768 for clerical services. The \$259.81 for clearing brush and trees from the DDA property will also come out of the month of September once approved.

The following invoices were presented for payment: from the City, \$259.81 for the clearing of brush and trees; from Chris Aguilar, \$265 for the watering of downtown planters this past summer; from Claude Rummer, \$16.96 for reimbursement for cost of email correction on CCRP signs; and from Michigan Downtown Association, \$200 for membership fees.

Motion: To approve the payment of the bills as presented.

Made by: D. Rastall                      Supported by: J. Lytle

Results: Motion carried.

## Communications

- A. Michigan Tourism Facts

## Old Business

- A. Downtown Music System – Sheaffer reported the DDA needs to apply to the City for a permit to use the sound/PA system to broadcast music. The application will be on the agenda for the next City Commission meeting. Also, in order to broadcast music, the DDA either has to get individual copyrights or it can get copyright permission through the American Society of Composers, Authors & Publishers (ASCAP). The annual fee is \$294.

Motion: To approve the payment of the ASCAP fee of \$294.

Made by: S. Valkema                      Supported by: J. Lytle

Results: Motion carried.

Lytle also reported the sound/PA system is now operational. However, he stated that the CD changer is not working properly and would like to replace it with newer technology.

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Motion: To approve the payment of \$150 to purchase an IPOD or MP3 player for the sound/PA system.

Made by: M. Schrock      Supported by: A. Cook

Results: Motion carried.

- B. Sign Design – Amy Cook reported she was waiting for the logo font before finishing the sign. Sheaffer had contacted Greiner, who suggested finding a font close to what was presented in the logo. Cook and Schrock will work on finishing the sign and getting it hung on the billboard.
- C. Paving Quote for Alley – The Physical Elements Committee recommended awarding the north alley paving bid to Lite Load Service LLC. The work will be completed by October 31<sup>st</sup>.

Motion: To accept the north alley paving bid presented by Lite Load Service, LLC.

Made by: M. Overhiser      Supported by: J. Lytle

Results: Motion carried.

- D. Allegan County 2008 Visitors Guide – The Promotion Committee is working on the advertisement for this guide and is waiting for contact from the publisher.
- E. Fennville 2008 Visitors Guide – The guide has been published and distributed to the various traveler centers, real estate offices, etc.

## New Business

- A. Downtown Banners – The downtown banners need to be replaced. There are 10 banners placed between South and Sherman Streets. This is within the DDA district. The DDA agreed to purchase and provide the banners for the downtown area.
- B. Sculpture Sponsorship – The Downtown Art Promotion Committee suggested the DDA sponsor an Arnold sculpture, which would not be auctioned. The Children’s Museum of Fennville will have it painted by its child patrons. This sculpture would be present at all the city festivals and events. It will also be the subject of a web-based promotional contest being developed by the committee.
- C. Façade Improvement Grant Program – The new façade improvement grant program was reviewed. A budget for the program will be developed next.

Motion: To approve the Façade Improvement Grant Program as presented.

Made by: A. Cook      Supported by: M. Overhiser

Results: Motion carried.

- D. Green Space Dedication – The green space on Main Street can be designated as a garden and dedicated to a specific person or entity.
- E. Chemical Bank Parking Lot – A proposal is being developed for leasing the Chemical Bank parking lot.

## Committee Reports

- A. Economic Restructuring - Lytle reported the building owners involved in the downtown mural project have changed their minds regarding what they painted on the windows. Therefore, the project will not be completed until the spring. Lytle suggested adding the Fennville Tire Center to the project.

Motion: To include the windows of the Fennville Tire Center in the mural project not to exceed \$250.

Made by: D. Rastall      Supported by: J. Lytle

Results: Motion carried.

The farmers’ market committee has lost two key members. Cook is trying to find replacements for them.

The committee continues to work on developing city festivals.

- B. Organization – No report.

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- C. Physical Elements – Rastall reported the request for proposals for the CCRP will be released on October 10<sup>th</sup>. The signs for the CCRP have both been changed to display the correct email address.

The committee has received pricing for light fixtures and trash receptacles. These will be incorporated into the streetscape project for the downtown area.

- D. Promotion – The committee is working on the dedication of the green space. It is also developing the advertisement for the County visitors' guide.

Sheaffer contacted David Greiner regarding the graphic standards for the logo, who suggested a font closely resembling the font he presented be selected. The work completed by him has been paid in full.

The Arnold sculptures have arrived and will soon be delivered to their sponsors.

**Miscellaneous** – Rastall announced the City has purchased a new dump truck/snow plow. Also the City Assessor has resigned her position.

**Adjournment** - The meeting was adjourned at 8:16 p.m. with the next regular meeting to be held on November 5<sup>th</sup> at 7:00 p.m.

(Minutes submitted by Lisa A. Sheaffer)