



DOWNTOWN DEVELOPMENT AUTHORITY

City Hall, 222 South Maple Street, Fennville, MI 49408
Wednesday, April 3, 2019
7:00 p.m.

Minutes

1. Call to Order

The meeting was called to order by Chairperson Cook at 7:05 p.m.

2. Roll Call

Present: Pantelleria, Schrock, Shahrak, Cook
Absent: Bushee, Ramos, Rummer

3. Pledge of Allegiance

Pledge of Allegiance was recited.

4. Public Comments

None at this time.

5. Approval of the following DDA Minutes:

a. March 6, 2019

Moved by Schrock, seconded by Pantelleria to approve the minutes with the addition of "seconded by Schrock" to the motion for item #7. Voted Yes: All. Motion carried.

6. Treasurer Report

- a. Treasurer Reports
- b. Invoices – None for March

There were no invoices for DDA approve during the meeting. The City Administrator did note that there was a bill from the attorney charged to the DDA but was paid with the City Commission bills.

UNFINISHED BUSINESS

7. The DDA will receive a proposal from Heather Conley for real estate services for the downtown properties.

Due to an emergency, Heather Conley was unable to attend the meeting. She will be invited to attend the meeting in May.

8. The DDA will be asked to discuss a landscaping contract with LDS for work in the rain garden.

The DDA Reviewed the proposal from Landscape Design Services for work on the raingarden located within the DDA parking lot.

Moved by Pantelleria to accept the proposal from Landscape Design Services in the amount of \$792 for services in the rain garden. Seconded by Schrock. Voted Yes: All. Motion carried.

9. The DDA will discuss the status of the Streetscape Extension grant application.

The City Administrator updated the DDA on status of the streetscape extension grant application. Staff met with the engineer from Abonmarche to review the changes discussed during the last meeting. In addition, after discussions with MDOT, they were asked to include a crosswalk in the plans. Abonmarche to update design and estimates to reflect changes. The will be asked to contact the grant administrator by May 18th to express the DDA's intent to apply.

10. The DDA will discuss plans for the Lakeshore Networking event they are hosting in May.

The DDA will be hosting the Lakeshore Networking event for May. The City Administrator suggested that the DDA consider hosting the event at the Steven's Hotel and use the opportunity to present the preliminary plans for the Streetscape Extension which will include the area in front of that property. The City Administrator will contact the networking event organizer to have them reach out to the hotel.

11. Committee Reports:

- a. Economic Development – committee will be working on proposed budget and plans to have ready for the board to approve during meeting in June.
- b. Marketing and Promotion – committee worked on advertisements. Cook ask the committee to establish marketing guidelines.
- c. Physical Elements – Cook stated that with the additional support coming from the City, this committee will be more project oriented.
- d. Goose Festival – festival committee is working on developing a vision and mission for the festival. Will begin specific group meeting soon.
- e. City Commission - the Mayor informed the commission that he had received some correspondence from a local business owner that was fairly venomous and would expect that the DDA might receive something as well. Also let the DDA know that the City Commission is still working on the purchase of the former Chemical Bank building.

12. Miscellaneous

Cook stated her desire to design new banners for the downtown and expressed an interest in coordinating it as an art project with the school.

13. Adjournment

- a. Next meeting is May 1, 2019

Meeting adjourned at 7:43 p.m.

Respectfully Submitted,



Amanda Morgan
City Administrator

Approved by DDA: May 1, 2019