



DOWNTOWN DEVELOPMENT AUTHORITY

City Hall, 125 South Maple Street, Fennville, MI 49408
Wednesday, May 6, 2020
7:00 p.m.

In light of the recent orders to limit social interactions due to COVID-19, the Downtown Development Authority allowed for participation through a virtual meeting site of by telephone.

Minutes

1. Call to Order by Chair Ramos at 7:00 p.m.

2. Roll Call

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

3. Pledge of Allegiance

The Pledge of Allegiance was recited.

4. Public Comments

No public comment at this time.

5. Approval of DDA Minutes

- a. [March 4, 2020](#) – Click link to view

Moved by Cook, Seconded by Schrock to approve the minutes of March 4, 2020. Voted Yes: All. Motion carried.

6. Treasurer Report

- a. Treasurer Reports
- b. Invoices

Moved by Cook, seconded by Schrock to approve the Treasurer's Reports as presented, no invoices need approval. Voted Yes: All. Motion carried.

NEW BUSINESS

7. The DDA will be asked to review a quote from JR Electric to install photocell to operate the lights at the 220 Building.

Background Information: Several months ago the DDA discussed the need to have a light sensor installed for the lights under the patio at the 220 Building. A quote has been received from JR Electric for \$275.00 and the board is being asked to consider its approval.

Moved by Schrock, seconded by Cook to approve the quote from JR Electric to install photocell to operate the lights at the 220 Building. Voted Yes: All. Motion carried.

8. The DDA will be asked to review and discuss preliminary estimates for paving the downtown parking and installing a crosswalk from MDOT.

Background Information: Last budget year the DDA budgeted \$22,000 for the resurfacing of the parking spaces downtown when MDOT did the Main Street resurfacing project. Delays have caused that project to be delayed until the 2021 construction season. The state is working to finalize plans and estimates for the entire project. As they are doing that, the estimates have come back higher than original anticipated.

In addition, MDOT has agreed to install a crosswalk at the Elizabeth Street intersection as part of the project. The estimate for the project came in at \$27,838 but the City Administrator is working the MDOT staff to reduce those costs.

The DDA agreed that they still wish to proceed with the downtown parking resurfacing. Further they stated that they agree to proceeding with the crosswalk at Elizabeth Street. The City Administrator will budget for both projects accordingly in the FY21 budget.

9. The DDA will be asked to discuss additional items for downtown including: hand washing stations, picnic tables, and additional waste receptacles.

The DDDA dissed the possible addition of handwashing stations, picnic tables and additional waste receptacles in the downtown area. They instructed the City Administrator to research the costs for 2 additional waste receptacle and 4 picnic tables to be placed in the grassy area at the Maple & Main Street intersection.

10. The DDA will discuss the possibility of offering a grant program to downtown businesses to provide relieve from COVID19.

The DDA discussed the possibility of offering a grant program to downtown businesses to provide relief from COVID19. There is a grant program being offered by the Rotary Club. Cook is to speak with the Rotary to determine if there is any way to assist with providing our downtown businesses with the grant funds.

11. Committee Reports:

- a. **Economic Development:** Budget to be presented during the meeting in June.
- b. **Marketing and Promotion:** There had been some discussion on cancelling Tuesday's in the Park. Moved by Schrock, seconded by Pantelleria to cancel TIP for the 2020 season, to be picked back up in 2021, and use the funds to provide activities for downtown people.
- c. **Physical Elements:** Downtown looks great.
- d. **Goose Festival:** Committee is still planning on holding an event although it will be different that it has been in past years.
- e. **City Commission:** Sale of the old City Hall building is almost complete.

12. Miscellaneous

None

13. Adjournment

Meeting adjourned at 8:15 p.m.

- Next Meeting is June 3, 2020

Respectfully Submitted, Amanda Morgan

A handwritten signature in cursive script that reads "Amanda Morgan".

Amanda Morgan
City Administrator

Approved by DDA: **June 3, 2020**