

FENNVILLE DOWNTOWN DEVELOPMENT AUTHORITY

April 10, 2013 Minutes

The regularly scheduled meeting of the Fennville DDA was called to order at the 220 Bldg. at 7:00 p.m. by Chairman Al La Shell.

Members Present: Amy Cook, Al La Shell, Mike McCracken, Tony Morgan, Matt Pietsch, Claude Rummer, Mark Schrock

Members Absent: Erica Ramos, Dan Rastall

Others Present: Tony Meyaard, Fennville City Commission

The Pledge of Allegiance was recited.

Public Comments

Secretary's Report - **Rummer moved, supported by Cook, to approve the March 13, 2013 meeting minutes as presented. MOTION CARRIED.**

Treasurer's Report - Invoices presented were City of Fennville, water and sewer utilities; Dickinson's Hardware, keys for 220 Bldg.; and West Michigan Office Interiors, furniture for 220 Bldg. The Michigan Office Environments invoice (#186089) was already approved for payment. **Schrock moved, supported by Cook, to have the Wi-Fi, water, electric and gas utilities pre-approved for payment each month. MOTION CARRIED.**

Rummer moved, supported by Morgan, to approve the bills as presented. MOTION CARRIED.

Communications

- A. Greater Fennville Chamber Summer Concerts - Schrock reported the Chamber has received good support for sponsorships for the concerts. Discussion on DDA's contribution is tabled until next meeting when additional information will be available.
- B. MSU Survey on local business district organizations. Cook will complete it.

Old Business

- A. Website Design - Sheaffer is still getting additional quotes for the redesign/reorganization and maintenance of the website.

New Business

- A. Coordinator and Administrative Services Contract - **Rummer, moved, supported by Cook, to approve the Coordinator and Administrative Services Contract with Lisa A. Sheaffer. MOTION CARRIED.**

Committee Reports

- A. Economic - Cook reported a budget meeting will soon be scheduled.
 1. Farmers Market - Cook reported the Farmers Market will be held at the 220 Bldg. location on Saturdays beginning June 8th and ending with the Goose Festival.
- B. Organization - No report.
- C. Physical Elements - Rummer discussed the ongoing problem with cigarettes littering the downtown area. **Cook moved, supported by Schrock, to purchase up to six additional cigarette receptacles for the downtown area. MOTION CARRIED.**

The DDA will remove the Christmas lights on Saturday, April 13th.

1. 220 Bldg. - The kick-off celebration for the building will be held Friday, April 26th from 4-6 p.m. Michigan Works and United Way will be present.

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La Shell and Sheaffer met with the Blue Coast Artists to discuss displaying its art here. **Morgan moved, supported by Rummer to purchase one white, 6'x6' shelving cubicle from IKEA for \$199 plus shipping costs. MOTION CARRIED.**

Rummer researched pricing on refrigerators and/or coolers for Farmers Market produce. Cook suggested putting this on hold. The Farmers Market is requiring all farms to have their produce delivered between 6-9 a.m., so refrigeration may not be necessary.

Rummer presented the quote from Frontier for a phone system and service, which included much more than what is needed. Rummer will contact Frontier for quote for two lines with voice mail capability, 911 service and broadband. Sheaffer will contact Comcast and JS Phone Pros. She will also contact BCI to determine whether the Wi-Fi service can be boosted.

D. Promotion

Miscellaneous – Schrock reminded everyone the Healthcare Seminar is Tuesday, April 16th from 9-11 a.m. at the Fennville Public Library. The Affordable Healthcare Act will be discussed. This event is co-sponsored by the Greater Fennville Chamber of Commerce and the DDA.

The meeting was adjourned at 8:15 p.m.

Minutes submitted by Lisa A. Sheaffer.