

FENNVILLE DOWNTOWN DEVELOPMENT AUTHORITY
October 14, 2015 Minutes

The regularly scheduled meeting of the Fennville DDA was called to order at the 220 Building at 7:02 p.m. by Chairman Claude Rummer.

Members Present: Sarah Bushee, Amy Cook, Juliet Michele, Matthew Pietsch, Dan Rastall (7:07 p.m.), Claude Rummer, Mark Schrock

Members Absent: Chris Brzys, Erica Ramos

Others Present: Jodi Welscott, Goose Festival Committee

The Pledge of Allegiance was recited.

Public Comments – None

Approval of the Agenda – **Schrock moved, supported by Bushee, to approve the agenda as presented. MOTION CARRIED.**

Secretary's Report – **Schrock moved, supported by Cook, to approve the September 2, 2015 meeting minutes as presented. MOTION CARRIED.**

Treasurer's Report – Invoices presented were Dickinson True Value Hardware for gardening supplies, Amalia Hicks for cleaning services for the 220 Building, Mary Kasprzyk for public relations services, Lakeshore Irrigation for mid-season gardening checks, Claude Rummer for reimbursement for mums and downtown clock costs, and Lisa A. Sheaffer for administrative services. Invoices totaled \$713.37. **Cook moved, supported by Bushee, to approve the invoices as presented. MOTION CARRIED.**

- A. Event T-shirts & DDA Vests Costs – The product cost was not included in the quote and resulted in an extra \$45 for just the t-shirts and without the cost of vests. **Pietsch moved, supported by Cook, to purchase vests from Sisters in Ink for an amount not to exceed \$550. MOTION CARRIED.**
- B. Attorney Costs for Loan Review – Sheaffer will discuss these with City Clerk.
- C. Budget for Holiday Celebration – **Bushee moved, supported by Schrock, to approve a budget amount of \$750 for the 2015 Christmas celebration. MOTION CARRIED.**
- D. Fennville Black Packs – **Rastall moved, supported by Schrock, to pay \$250 for DDA advertising on the Fennville Black Packs. MOTION CARRIED.**

Communications

- A. Online Marketing Summary for Properties
- B. Kate Maryon – Property Pricing Drop – The DDA will let the listing expire.
- C. City of Fennville – Notice of Public Hearing – Cook will write a letter of support for the variance.

Old Business

- A. USDA Grant – The RFP for the parking expansion design was discussed. It was decided to resubmit this winter.

New Business

- A. Election of Officers – The following nominations for officers were made: Chairman - Amy Cook, nominated by Rastall, supported by Pietsch; Vice Chairman – Mark Schrock, nominated by Cook, supported by Rastall; Secretary/Treasurer – Matthew Pietsch, nominated by Schrock, supported by Rastall. **Rastall moved, supported by Bushee, to elect Cook as Chairman, Schrock as Vice Chairman, and Pietsch as Secretary/Treasurer. MOTION CARRIED UNANIMOUSLY.**
- B. Committee Assignments – Economic Restructuring – Cook, Michele, Mayor; Organization – Cook, Schrock, Pietsch; Physical Elements – Rummer, Brzys, Schrock; Promotion – Pietsch, David Geen, Ramos, Martha Schrock; Goose Festival – Bushee, Cook, Pietsch, Schrock.

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- C. MI Works Lease – The lease with MI Works expires November 9th. MI Works is interested in a 3-year lease. The DDA will work out a new monthly amount to include the utilities and snow plowing expenses.

Committee Reports

- A. Economic Restructuring – No report.
- B. Organization – No report.
- C. Physical Elements – No report.
- D. Promotion – A date for decorating the downtown area for Christmas was set for 10 a.m. on 11/28/2015.
- E. Goose Festival – Welscott presented the 2015 Financial Summary. She is still waiting on a few invoices but estimates the net profit to be over \$2,000. There were several ideas on how to lower the costs of some of the events for next year. Welscott said the wrap up meeting will take place in two weeks.

Miscellaneous – Rastall reported City news: Planning Commission will meet quarterly instead of monthly; the City Audit is currently underway; County Commission is negotiating eleven different contracts and promoting its senior millage.

Schrock reported the dates for the Tuesdays in the Park concert series are June 14th and 28th, July 12th and 26th, and August 9th.

Cook stated it is grant season. MEDC still has its DIG funding available. There are also arts-based grants available for consideration for the festival area downtown.

The meeting was adjourned at 8:58 p.m.

Minutes submitted by Lisa A. Sheaffer.