

FENNVILLE DOWNTOWN DEVELOPMENT AUTHORITY

November 5, 2014 Minutes

The regularly scheduled meeting of the Fennville DDA was called to order at City Hall at 7:00 p.m. by Chairman Claude Rummer.

Members Present: Amy Cook, Ed Kortman, Mike McCracken, Matthew Pietsch (8:05 p.m.), Dan Rastall, Claude Rummer, Mark Schrock

Members Absent: Erica Ramos

Others Present: Sandi Busscher and Jodi Welscott, Goose Festival Committee

The Pledge of Allegiance was recited.

Public Comments – None

Approval of the Agenda – Cook requested to add “Streetscape Grants” under Old Business. **Cook moved, supported by Rummer, to approve the agenda as amended. MOTION CARRIED.**

Secretary’s Report – **Rastall moved, supported by Schrock, to approve the October 1, 2014 meeting minutes as presented. MOTION CARRIED.**

Treasurer’s Report – Invoices presented were Dickinson True Value Hardware for miscellaneous supplies charged in September and October 2014, Mary Kasprzyk for public relations services, Michigan Downtown Association for membership renewal, Lisa A. Sheaffer for administrative services, and Steven Taylor for electrical services for the 220 Building. Invoices totaled \$1,669.08. **Rastall moved, supported by Cook, to approve the bills as presented. MOTION CARRIED.**

Communications

- A. Rummer presented a thank-you card for the Al La Shell Memorial from Colleen La Shell and family.

Old Business

- A. Downtown Sculptures – Schrock reported this is on hold and requested that the topic be placed under the Physical Elements Committee.
- B. 220 Building Update – Sheaffer reported the lease and other forms have been completed and signed with ACSET. Its IT staff came down last week to determine network improvements. ACSET should be responsible for the expense of these improvements. Rummer discussed the necessity of changing the door for easier access. The building was re-inspected and verified to be ADA compliant.
- C. Property Clean-up Update – Rummer said Martin Rosas had completed the work on the DDA property, and it looks good.

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- D. Re-seeding DDA Property – The reseeded of the corner lot has been completed, and the rest of the green space will be done this winter.
- E. Streetscape Grants – Cook presented preliminary plans Abonmarche developed for the streetscape expansion and extended parking. She explained there are grants available from the USDA for parking projects that only require 10–20 % in matching funds. Abonmarche also recommended applying to the MEDC for a downtown infrastructure grant (DIG). This would require 25% matching funds. With contingency funds, the total amount for both projects is estimated to be \$614,789.38, with the DDA providing \$151,197.35 in matching funds. The official grant request will be due in mid-December and will be ready for approval at the DDA's December meeting.

New Business

- A. Banners – Rummer inquired when the winter banners will be displayed. It was decided to change to the winter banners at the time the downtown will be decorated for the Christmas celebration.
- B. Snow Removal for 220 Building – Rummer contacted Matt Knight for removing snow at the 220 Building. He received a verbal quote of \$30/per removal. This includes clearing both the sidewalks and parking lot.
- C. Cleaning Schedule for 220 Building – Rummer arranged for the building to be cleaned once a week once Michigan Works has occupied the premises.
- D. Goose Festival Sponsorship – Sponsorship information was included in the financial report submitted.

Committee Reports

- A. Economic Restructuring – Cook reported the committee has not met but will be focusing on funding projects.
- B. Organization – No report
- C. Physical Elements – Rummer reported the committee discussed the public meeting required for the streetscape grant project.
- D. Promotion – The Holiday Committee has been unable to meet. Busscher will contact Michelle regarding the annual poster. Cook suggested Mary Kasprzyk send out a “save the date” email blast regarding the event. A budget needs to be developed as there are costs for the tree at the green space, the carriage for Santa and Mrs. Claus, and Fennville Dollars for the Barber Shop singers. Rummer suggested delaying the reseeded of the lot until spring since the celebration site is being moved there. He has garland ordered. Downtown decorating will take place the day after Thanksgiving.
- E. Goose Festival – Busscher presented the financial report for the 2014 Goose Festival. The biggest expense was the generator needed for the carnival rides and food vendors. The committee will submit quarterly reports to the DDA. **Schrock moved, supported by Cook,**

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to remove Sandi Busscher and add Dan Rastall to the Goose Festival Committee checking account. MOTION CARRIED.

Miscellaneous – Rastall reported the following: both Rep. Genetski and County Commissioner Kapenga gave reports at the last commission meeting, winter preparations are being made, interviews for the DPW Superintendent position have begun, publication costs and water rates are being reviewed, and the Headlee rollback millage passed.

Kortman reported he has sold his building. The new owner is an antique dealer. Kortman will remain on the DDA board as a member at large.

Cook stated there is still a lot of changes that need to be made on the web site. She inquired about the need for storage for DDA and Goose Festival items now that the 220 Building is being leased. Cook also gave an update on Erica Ramos who has been unable to attend meeting due to personal issues.

The meeting was adjourned at 9:05 p.m.

Minutes submitted by Lisa A. Sheaffer.