

FENNVILLE DOWNTOWN DEVELOPMENT AUTHORITY

December 3, 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 (7:01 p.m.), Ed Kortman, Mike McCracken, Matthew Pietsch, Dan Rastall, Claude Rummer, Mark Schrock

Members Absent: Erica Ramos

Others Present: Jodi Welscott, Goose Festival Committee

The Pledge of Allegiance was recited.

Public Comments – None

Approval of the Agenda – Kortman requested to add “Locking System” under Old Business.

Schrock moved, supported by Kortman, to approve the agenda as amended. MOTION CARRIED.

Secretary’s Report – The November 5th meeting minutes were amended under Committee Reports, Goose Festival, and the second sentence should read as follows: “The biggest expense was the generator *needed* for the carnival rides and food vendors. **Rastall moved, supported by Schrock, to approve the November 5, 2014 meeting minutes as amended. MOTION CARRIED.**

Treasurer’s Report – Invoices presented were Darpel & Associates Builders Inc. for a cabinet rebuild and the La Shell memorial installation; Dickinson True Value Hardware for key cutting, garbage receptacle, and lights for downtown decoration; Mary Kasprzyk for public relations services; My Parking Sign for 220 Building parking signs; Lisa A. Sheaffer for administrative services, and Steven Taylor for light replacement on Maple Street DDA lot. Invoices totaled \$2,089.13. **Kortman moved, supported by Rastall, to approve the bills as stated. MOTION CARRIED.**

Communications

- A. Property Listings Report – The report on web site viewings was reviewed. Rummer stated that Kate Maryon has been making regular contact with him regarding the properties.

Old Business

- A. 220 Building Lease Update – Rummer reported ACSET has moved in furniture and performed electrical upgrades to the building.

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- B. Streetscape Grants – Cook stated she had made contact with Ryan Kilpatrick, Fennville’s CATeam representative. The Downtown Infrastructure Grant (DIG) will not be announced until the summer for 2016 funding. Crowdfunding, the process of raising money from a large amount of people usually via the internet, is the only available funding source right now. The MEDC will match funds raised by Crowdfunding dollar to dollar with a \$30,000 maximum. Rural Development Block Grants (RDBG) are available four times each year, but the parking project will need to be downsized as the grant would only be for \$50,000. Cook will invite Kilpatrick to attend the January DDA meeting to further discuss project funding.
- C. Web site Issues – Sheaffer stated she did not have a chance to review and update the web site yet.
- D. Vacant Board Position – Cook stated she had approached a couple of people, but they were not able to join at this time.
- E. Locking System – Kortman reported there is a key-card locking system, with 20,000 different combinations, available for \$1,800. The unit to program and delete the cards is available on a rental basis. Schrock stated he uses a keypad-controlled locking system that is less expensive and will send the information to everyone. Kortman will get more details on the system and get additional quotes from at least two other vendors. The locking system could be placed on the back entrance door, making it necessary to find storage for the lights, tables, chairs, and other items currently stored in the back room. Rastall will check with the City to see if there is room in any of the garages. The front entrance needs modifications for better handicapped accessibility.

New Business

- A. 2015 Board Meeting Schedule – Sheaffer asked if any of the committees would consider having regular meeting dates and times. They could be added to the board’s meeting schedule, which will be published at City Hall and on the web site. There will be no need to have individual notices for these meeting then unless they are cancelled. Committee meetings will be as follows: Economic Restructuring, 6:30 p.m., the second Wednesday of each month at the 220 Building; Physical Elements, 6:00 p.m., the first Wednesday of each month at the 220 Building; Promotion, 10:00 a.m., the third Thursday of each month at the Salt of the Earth. The Organization Committee will meet quarterly with meetings being noticed individually. **Rastall moved, supported by Schrock, to approve the 2015 Board Meeting Schedule with the additional committee schedules. MOTION CARRIED.**
- B. Morgan Appreciation – Plans were made for present Morgan with a plaque in appreciation of the 14 plus years he spent on the DDA board.

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Committee Reports

- A. Economic Restructuring – No report.
- B. Organization – No report.
- C. Physical Elements – No report.
- D. Promotion – The tree has been decorated and is ready for the Christmas celebration on December 7th. Sheaffer suggested to budget and/or pre-approve design work for events in order to expedite payment to Michele Overweg Spans. The Chamber is paying for her work on the holiday poster as the DDA has already spent over its share of the holiday budget. However, Welscott stated the Chamber refused to pay for the carriage rides provider as it feels it will have other expenses. The board agreed to pay for the carriage rides and invoice the Chamber later. **Schrock moved, supported by Kortman, to approve the payment of \$350 to Smallegan Farms for providing the carriage rides during the Christmas celebration. MOTION CARRIED.**
- E. Goose Festival – Welscott reported the committee is considering having a beer tent for the 2015 festival. There will be a new layout for the entertainment and crafts to accommodate the beer tent. **Kortman moved, supported by Cook, to pursue a license for a beer tent for the 2015 Goose Festival. MOTION CARRIED.**

Miscellaneous – Rummer thanked everyone for helping with the decoration of the downtown on Saturday.

Rastall reported the following updates from the City Commission: the County's occupancy rate for the jail has not increased despite public concerns of such, the County will vote on its 2015 Budget on December 11th, the County has hired a coordinator for the various homeless agencies and also hired a new director for Parks and Recreation, work is slated to begin in West Side Park in the spring, the City of Fennville has hired Shannon Van Oss ~~as its new Superintendent of Public Works,~~ **for the Public Works Department,** the City has completed its Dashboard and is now eligible to receive state revenue sharing.

Cook inquired on the status of an economic development proposal from Nora Balgoyen-Williams. Sheaffer stated she had received no reply to her email to Nora but will try again to contact her.

The meeting was adjourned at 8:43 p.m.

Minutes submitted by Lisa A. Sheaffer.