

FENNVILLE DOWNTOWN DEVELOPMENT AUTHORITY  
January 6, 2016 Minutes

The regularly scheduled meeting of the Fennville DDA was called to order at City Hall at 7:01 p.m. by Chairman Amy Cook.

Members Present: Chris Brzys, Amy Cook, Juliet Michele, Matthew Pietsch, Claude Rummer, Mark Schrock

Members Absent: Sarah Bushee, Erica Ramos

Others Present:

The Pledge of Allegiance was recited.

Public Comments – None

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

Secretary's Report – **Pietsch moved, supported by Brzys, to approve the December 2, 2015 meeting minutes as presented. MOTION CARRIED.**

Treasurer's Report – Invoices presented were Dickinson's True Value Hardware for Christmas lights, driveway marker, and gardening supplies; Mary Kasprzyk for marketing services; Landscape Design Services, Inc. for fall clean-up, and Lisa A. Sheaffer for administrative services. Invoices total \$1,486.46. **Brzys moved, supported by Schrock, to approve payment of the invoices as presented. MOTION CARRIED.**

#### Communications

- A. MDA Notice of Changes in Tax Capture
- B. Greater Fennville Chamber of Commerce Annual Banquet – **Michele moved, supported by Brzys to approve for up to six board members to attend the Chamber's winter banquet. MOTION CARRIED.** Nominations for the annual recognition of Citizen of the Year and Business of the Year were also determined.

#### Old Business

- A. Wi-Fi Location Change – Sheaffer is waiting on a return call from Steve from Bloomingdale Communications
- B. Design RFP for Parking Lot – The Physical Elements Committee recommended pushing the project deadline for completion to August as it felt the September 30<sup>th</sup> deadline was too close to the 2016 Goose Festival. **Rummer moved, supported by Pietsch, to approve the issuance of the RFP as amended. MOTION CARRIED.**

#### New Business

- A. Committee Projects – Cook and Sheaffer will meet to update projects for committees. Corrections were made to the board member contact information sheet. Sheaffer will make sure each board member has a copy of the Strategic Plan. Cook stated she is arranging a meeting with Ryan Kilpatrick to discuss projects and funding.

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Committee Reports

- A. Economic Restructuring – No report.
- B. Organization – No report.
- C. Physical Elements – Rummer reported the committee met to review the Design RFP for the parking lot expansion project. The committee also discussed the need for a facility study for City Hall and adding the park and City Hall to the DDA district.
- D. Promotion – Pietsch asked for ideas regarding the May Day event as it has not been well-attended in the past. A road rally highlighting locations on the Allegan County Heritage Trail that are close to the Fennville area was suggested. Tuesdays in the Park was also discussed. Schrock is working on the line-up of bands and requested a budget of \$5,500.  
**Rummer moved, supported by Cook, to approve a budget of \$5,500 for the 2016 Tuesdays in the Park concert series. MOTION CARRIED.**
- E. Goose Festival – No report.
- F. City Commission – Pantelleria stated the Commission is interviewing candidates for the additional police officer position. He anticipates having the position filled sometime in February. The Fire Department made a presentation to the City to request the fire fighters to train as first responders, which would augment the ambulance services. The presentation will also be given to Manlius Township. Also, the current salary of the fire chief and officers will be increase to meet state requirements.

Miscellaneous – None.

The meeting was adjourned at 8:32 p.m.

Minutes submitted by Lisa A. Sheaffer.