

FENNVILLE DOWNTOWN DEVELOPMENT AUTHORITY
February 3, 2016 Minutes

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

Members Present: Amy Cook, Juliet Michele, Tom Pantelleria, Matthew Pietsch, Erica Ramos, Claude Rummer

Members Absent: Chris Brzys, Sarah Bushee, Erica Ramos, Mark Schrock

Others Present: Michael Bojko, Coldwell Banker Woodland Schmidt; Larry Cummins, City of Fennville; Colleen Rae; Jodi Welscott, Goose Festival

The Pledge of Allegiance was recited.

Public Comments – Michael Bojko spoke briefly about his background as a realtor and his interest in representing the City/DDA in the sale of its property on Main Street.

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

Secretary's Report – **Pantelleria moved, supported by Michele, to approve the January 6, 2016 meeting minutes as presented. MOTION CARRIED.**

Treasurer's Report – Invoices presented were Hobbs Heating & Cooling for a new thermostat for the 220 Building; Mary Kasprzyk for marketing services; R-Comm Media for three ads in the Allegan County Visitors' Guide; and Lisa A. Sheaffer for administrative services. Invoices total \$4,432.00. **Ramos moved, supported by Michele, to approve payment of the invoices as presented. MOTION CARRIED.**

Communications

- A. MDA Second Annual Lansing Day February 24, 2016 – Ramos is interested in attending. Michele and Rummer are possibilities. **Michele moved, supported by Ramos, for the DDA to provide funding for any board member to attend the Annual Lansing Day held on February 24, 2016. MOTION CARRIED.**
- B. MDA Workshop June 2, 2016 – The brochure for this workshop was reviewed. Since there is still time before registration is due, the board will decide at its next meeting. Cook also suggested that board members attend the DDA meetings of other communities in the area.

Old Business

- A. Wi-Fi Location Change – Sheaffer is still waiting to hear back from Bloomingdale Communications
- B. Design RFP for Parking Lot – Two proposals were received. There are concerns regarding the timeline as the project has to be completed before the Goose Festival, which is being held earlier this year. **Pietsch moved, supported by Ramos, to accept the design proposal submitted from Abonmarche. MOTION CARRIED, with Cook abstaining.**

New Business

- A. Landscape Design Services, Inc. 2016 Landscape Recommendations – **Ramos moved, supported by Michele to approve the landscape maintenance agreement from Landscape Design Services, Inc. MOTION CARRIED.**

FENNVILLE DOWNTOWN DEVELOPMENT AUTHORITY
February 3, 2016 Minutes

- B. DDA District Revision – Sheaffer explained the public hearing and notices necessary to amend the DDA district, whether it's to add or remove properties. Cook assigned the Economic Restructuring Committee with determining the expansion of the district.
- C. DDA Lot Boundary Revision – The vacant property boundaries need to be revised to take into account the parking lot expansion. Cook stated that Mark Schrock is working on this.
- D. DDA Lot Sale Update – There is a potential buyer of the vacant property. However, the buyer has not formally contacted the DDA or the City.
- E. MEDC Meeting Scheduling – Cook is rescheduling the meeting with MEDC and would like to have the Zumbrinks included to discuss the Dickinson building. She will contact the new MEDC representative to determine if February 23rd is available for a lunch meeting.

Committee Reports

- A. Economic Restructuring – No report as the MEDC meeting was cancelled.
- B. Organization – The committee will meet on February 10th at 7 p.m.
- C. Physical Elements – Rummer reported the committee reviewed the design proposals received for the parking expansion project. The downtown drinking fountain needs to be replaced. Cook stated that a facilities study, which includes a full technical review, for City Hall will cost around \$5,000.
- D. Promotion – The date for the May event is set for May 21st. Michele has been switched to this committee.
- E. Goose Festival – Welscott reported the core committee is meeting on February 11th at 7 p.m. at City Hall. She also asked about the checking account as new signers are needed to replace previous signers who are no longer on the committee. Some changes for the festival this year will be to have bands all three nights of the festival, no radio station, and there is a new chairman for the 5K. The committee is working on the schedule and exploring the possibility of having fireworks.
- F. City Commission – Pantelleria stated the Commission has hired Mel Brummel as an additional police officer. The Fire Dept. budget was approved, as well as, the additional training for those wanting to be medical first responders. Two of the commissioners are working on a DNR grant for the playground equipment in Paradise Park. The application is due in April, and the project would begin in 2017. The tennis courts also need renovation.

Miscellaneous – Michele stated there is an opening on the school board, and it will be filled by appointment.

Cook reported there is no lease yet for Michigan Works. It is going month-to-month until the RFP is received.

The meeting was adjourned at 8:48 p.m.

Minutes submitted by Lisa A. Sheaffer.