

FENNVILLE DOWNTOWN DEVELOPMENT AUTHORITY
March 2, 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, Chris Brzys, Juliet Michele, Tom Pantelleria, Matthew Pietsch, Erica Ramos (7:06 p.m.), Claude Rummer, Mark Schrock
Members Absent: Sarah Bushee

Others Present: Jodi Welscott, Goose Festival

The Pledge of Allegiance was recited.

Public Comments – None.

Approval of the Agenda – Sheaffer requested the Agenda be amended to include the banner request of the Red Cross under New Business. **Ramos moved, supported by Brzys, to approve the agenda as amended. MOTION CARRIED.**

Secretary's Report – **Michele moved, supported by Rummer, to approve the February 3, 2016 meeting minutes as presented. MOTION CARRIED.**

Treasurer's Report – Invoices presented were Mary Kasprzyk for marketing services; Lakeshore Irrigation for 2016 annual maintenance; and Lisa A. Sheaffer for administrative services. Invoices total \$724.71. **Schrock moved, supported by Brzys, to approve payment of the expenses as presented. MOTION CARRIED.**

Communications

- A. Cook presented a letter received from the Forever Curious Children's Museum.

Old Business

- A. Wi-Fi Location Change – Sheaffer has set a meeting with Bloomingdale Communications and MapleNet Wireless for 12 noon on March 28th and requested someone from attend. Brzys will do so. The meeting will be held at the Kingsley House.
- B. DDA Lot Boundary Revision – The western boundary of Parcel A needs to be moved further west on the plat map, and new legal descriptions are required. Abonmarche can do this for a cost of \$600. **Pietsch moved, supported by Brzys, to spend \$600 to Abonmarche to revise the boundaries of the DDA lots and amend the legal descriptions as needed. MOTION CARRIED.**
- C. DDA Lot Sale – No news received on this.
- D. MEDC Meeting Scheduling – The meeting is scheduled for 12 noon on March 10th.
- E. RFP for Michigan Works Lease – Sheaffer reported the DDA's lease proposal was submitted on February 19th. All proposals are currently in the rating phase, and negotiations should be in the next 10-14 days.

New Business

- A. American Red Cross Banner Request – The 5th Annual Wes Leonard Memorial Blood Drive is being held June 4, 2016, and the Red Cross is requesting to place a banner on the DDA property on Main Street beginning May 23, 2016. **Schrock moved, supported by**

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Pietsch, to approve the request of the Red Cross to place a banner on DDA property on May 23rd. MOTION CARRIED.

Committee Reports

- A. Economic Restructuring – The committee will meet at 7 p.m. on March 16 to discuss amending the DDA district.
- B. Organization – The committee will meet on April 6, 2016 at 6 p.m.
- C. Physical Elements – Rummer reported the committee did not meet. He discussed the need for cleaning services for the 220 Building. He will have Diane contact Sheaffer. The garland downtown needs to be removed. The downtown Christmas lights will be removed at 10:00 a.m. on Saturday, March 12th. Vice Chairman Mark Schrock will sign the DDA's contract with Abonmarche for design and engineering services for the parking lot expansion. There will be no committee meeting in April as Rummer will be out of town.
- D. Promotion – Pietsch reported the spring festival is slated for May 21, 2016 from 1-4 p.m. He discussed the various events being planned and gave an estimated budget for \$300-500; the major expense being marketing services. Pietsch suggested contracting a company to hang and maintain the lights on the big tree used for the Christmas tree lighting. He also asked consideration of requesting donations that would be used specifically the tree lighting costs.
- E. Goose Festival – Welscott discussed the proposed schedule and budget. Several events are still being confirmed. This year there will be fireworks, and Welscott is working with Gary Tuhacek on this. The committee is also considering events for those of high school age. Cook offered to handle the marketing for the festival. Since he is no longer on the committee, Welscott requested Dan Rastall be removed from the checking account and that Dan Hoffman and Sarah Bushee be added. **Cook moved, supported by Schrock, that Dan Hoffman and Sarah Bushee be added as signatories, Claude Rummer remain as a signatory, and Dan Rastall be removed as a signatory of the checking account of the Fennville Goose Festival Committee. MOTION CARRIED.**
- F. City Commission – Pantelleria reported the following: a contractor for the cemetery has been selected with a September 30th deadline for completion; the lagoon discharge needs upgrading per the Drain Commission; the grant application for the park will not be submitted as the DNR is focused more on trail development than park repairs; and the tennis courts have been determined to be owned by the City and not the school.

Miscellaneous – Rummer stated that storage is needed for the items currently in the back room of the 220 Building. Schrock and Pietsch may have a space available for this.

Sheaffer suggested placing a portion of DDA monies in CDs. She also asked about updating the façade loan program. Ramos will get interest rate information for the DDA to review.

Condolences were given to Schrock for the recent passing of his mother.

The meeting was adjourned at 8:34 p.m.

Minutes submitted by Lisa A. Sheaffer.