

FENNVILLE DOWNTOWN DEVELOPMENT AUTHORITY
September 2, 2015 Minutes

The regularly scheduled meeting of the Fennville DDA was called to order at the 220 Building at 7:04 p.m. by Vice Chairman Amy Cook.

Members Present: Chris Brzys, Sarah Bushee, Amy Cook, Erica Ramos, Dan Rastall, Mark Schrock
Members Absent: Mike McCracken, Matthew Pietsch, Claude Rummer
Others Present: Jodi Welscott, Goose Festival Committee

The Pledge of Allegiance was recited.

Public Comments – None

Approval of the Agenda – Cook added to the agenda the following items: under Old Business, 220 Building Lock System; under New Business, Insect Control for 220 Building. **Schrock moved, supported by Ramos, to approve the agenda as amended. MOTION CARRIED.**

Secretary's Report – **Schrock moved, supported by Bushee, to approve the June 17, 2015 special meeting minutes and the August 5, 2015 meeting minutes as presented. MOTION CARRIED.**

Treasurer's Report – Invoices presented were Amalia Hicks for cleaning services for the 220 Building, Mary Kasprzyk for public relations services, McCracken's Plumbing for repair of dog drinking fountain, Michigan Downtown Association for membership dues, and Lisa A. Sheaffer for administrative services. Invoices totaled \$768.75. **Rastall moved, supported by Brzys, to approve the invoices as presented. MOTION CARRIED.**

Communications

- A. Online Marketing Summary for Properties – There has been some activity on the listings. The contract expires in October. The Physical Elements Committee will determine which listings to continue as the parking expansion will change which properties will still be available.

Old Business

- A. USDA Grant – The RFP for the parking expansion project has been developed. It will be posted on the web site and must be sent to at least three different engineering firms. The Physical Elements Committee will meet to review submissions and conduct interviews on September 28, 2015 at City Hall. Sarah Bushee will attend as an alternate. **Rastall moved, supported by Brzys, to send the RFP to the following: Abonmarche, Fleis & VandenBrink, Nederveld, Prein & Newhof, and Wightman & Associates. MOTION CARRIED with Cook abstaining.**
- B. 220 Building Lock System – Brzys contacted Holland Lock and Safe. It will cost \$75 for a reset of the locking system. **Bushee moved, supported by Schrock, to pay \$75 to Holland Lock and Safe to reset the locking system on the 220 Building. MOTION CARRIED.**

New Business

- A. Board Member Appointments – **Rastall moved, supported by Schrock, to accept Mike McCracken's verbal request to end his term as a board member. MOTION CARRIED. Schrock moved, supported by Ramos, to recommend Juliet Michele to be appointed as a replacement for the vacant board position. MOTION CARRIED.**
- B. Insect Control for 220 Building – Sheaffer reported there is an ongoing problem with bees at the 220 Building and suggested having Orkin service the building the same day it does City Hall on a monthly basis. **Rastall moved, supported by Brzys, to pay Orkin for pest control services at the 220 Building. MOTION CARRIED.**

Committee Reports

- A. Economic Restructuring – No report. Cook set a meeting for next Wednesday.
- B. Organization – No report.

FENNVILLE DOWNTOWN DEVELOPMENT AUTHORITY
September 2, 2015 Minutes

- C. Physical Elements – No report.
- D. Promotion – Ramos presented information from Sisters Ink regarding vests for DDA board members and t-shirts for volunteers to wear when working DDA events. The estimated cost of \$610 includes up to 13 vests and 75 t-shirts. **Bushee moved, supported by Schrock, to approve to spend an amount not to exceed \$650 to purchase vests and t-shirts for DDA board members and volunteers. MOTION CARRIED.**
Ramos stated the committee is starting to work on the Christmas celebration and requested another DDA board member to attend the holiday committee meetings held with the Chamber. Bushee offered to do this.
- E. Goose Festival – Welscott presented the Goose Festival budget, financial report, sponsorship list, event schedule, physical layout, and contact information. She is working on lighting issues for the night events, and additional food vendors are needed.
1. Gosling Run T-Shirts – No action taken.
 2. Additional Security Costs – No action taken as it will be brought before the City Commission.
 3. Emcee Duties Requests – The Emcee schedule is as follows: Saturday 10-noon, Ramos; noon-2 p.m., Brzys; 2-4 p.m. Rummer possibly; 4-6 p.m., Bushee; 6-8p.m., Rastall; Sunday 11-1 p.m., Cook.

Miscellaneous – Rastall reported the following: Bruce Grams is retiring from the Fennville Area Fire Department after 50 years of volunteering. The celebration will be from 1-5 p.m. on October 17th. The city audit will begin the end of September. State Representative Cindy Gramat will hold hours at City Hall from 6:15-6:45 p.m. on September 8th.

Ramos stated the Chamber is holding a planning and business-model session with SABA at Chemical Bank from 9-1 p.m. on September 23rd. She invited any and all DDA board members to attend if possible.

The meeting was adjourned at 8:17 p.m.

Minutes submitted by Lisa A. Sheaffer.