

FENNVILLE DOWNTOWN DEVELOPMENT AUTHORITY
December 2, 2015 Minutes

The regularly scheduled meeting of the Fennville DDA was called to order at the 220 Building at 7:00 p.m. by Chairman Amy Cook.

Members Present: Chris Brzys, Sarah Bushee (left at 7:39 p.m.), Amy Cook, Juliet Michele, Matthew Pietsch, Claude Rummer, Mark Schrock (7:18 - 7:40 p.m.)

Members Absent: Erica Ramos

Others Present:

The Pledge of Allegiance was recited.

Public Comments – None

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

Secretary's Report – **Pietsch moved, supported by Michele, to approve the October 14, 2015 meeting minutes and the November 4, 2015 meeting minutes as presented. MOTION CARRIED.**

Treasurer's Report – Invoices presented were Abonmarche for professional services, Dickinson True Value Hardware for cleaning and gardening supplies, Amalia Hicks for cleaning services, Mary Kasprzyk for marketing services, McCracken's Plumbing for new toilet for 220 Building, Parents for a Better Tomorrow/Project Grad 2016 for Christmas garland, Angelica Pena-Smith for design work, and Lisa A. Sheaffer for administrative services. October invoices total \$1,415.25, and November invoices total \$877.00. **Bushee moved, supported by Pantelleria, to approve payment of the invoices as presented. MOTION CARRIED.**

Rummer presented a receipt for a mower purchase in the amount of \$348.74 and requested the DDA to pay for half this cost as he uses it to maintain the downtown gardens. **Michele moved, supported by Pietsch, to pay for the entire cost of the new mower. MOTION CARRIED.**

Sheaffer expressed concerns on people allowed to charge at Dickinson's. Bushee suggested giving a list of approved people to the hardware store. The list will consist of only DDA board members.

Communications – Brzys reported the lock of the 220 Building has been re-keyed and has a new combination. The following people have keys and/or combination: Chris Brzys, Amy Cook, and Lisa Sheaffer have the combination. Matthew Pietsch has a key. Claude Rummer, MI Works, and City Hall have the combination and keys. Bushee will send a form to Cook to complete in order for the fire department to have the combination. Cook added that the lease with MI Works is on a month-to-month basis as it has to complete a Request-for-Proposal process. It had no issue with the increase in rent to cover utility costs, and a three-year lease is proposed.

Old Business

- A. Wi-Fi Location Change – Sheaffer has yet to contact Bloomingdale Communications. Cook suggested they do an analysis on the current service.

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New Business

- A. 2016 Meeting Schedule - Beginning with the January 2016 meeting, all DDA meetings will be at City Hall. The filing cabinets will also be moved to City Hall. Sheaffer will correct the times of the Economic Restructuring Committee meeting and the Promotion Committee meeting dates and email the schedule out to the DDA board. **Bushee moved, supported by Brzys to approve the meeting schedule as amended. MOTION CARRIED.**

Committee Reports – Cook requested that the City Commission have a spot under Committee Reports. Sheaffer will email the focus of each committee to all members of the DDA.

- A. Economic Restructuring – No report.
- B. Organization – No report, but this committee will begin to meet at least quarterly.
- C. Physical Elements – Rummer reported the committee had met in November and has a list of projects. Cook suggested having a facility study of City Hall completed to determine and prioritize improvements. If Paradise Park is not within the DDA district, Sheaffer will research the steps to add it, City Hall and the adjacent property to the DDA district.
- D. Promotion – Pietsch said there are a few gaps in the lights on the big tree. He'd like to fix that on Friday if possible. He asked for help in disassembling the stage on Sunday at 3 p.m. Bushee will get volunteers from the fire department. Also, the actual cost of using the Children's Museum is significantly more than what was budgeted. **Pietsch moved, supported by Schrock, to approve paying the museum rental fee of \$215. MOTION CARRIED.**
- E. Goose Festival – Cook stated the committee had met in November to review the site plan. They were able to consolidate everything into a smaller area with the flexibility to expand if necessary.
- F. City Commission – Pantelleria stated the most pressing issue for the City currently is to reduce and eliminate a criminal element in the downtown area. The City is, with the support of the police chief, exploring the possibility of hiring another officer to increase police coverage.

Miscellaneous – Cook said not all the Christmas lights for the downtown trees were received. If they come before Saturday, she is planning on putting them up at 11 a.m. on Saturday, December 5th. Both Brzys and Michele offered to help.

The meeting was adjourned at 8:00 p.m.

Minutes submitted by Lisa A. Sheaffer.