

CITY OF COOPERSVILLE
REGULAR DOWNTOWN DEVELOPMENT AUTHORITY MEETING
Coopersville City Hall; 289 Danforth Street, Coopersville, Michigan

JUNE 9, 2015

Chairman Koch called the meeting to order at 5:15 P.M.

Roll Call

Present

Board member Cooper
Board member DeJong
Board member Du Pilka *
Board member Hanenburg
Chairman Bob Koch
Board member Schmidt
Board member Slater

Board member Spoelman
Board member Veldman
Chairman Pro Tempore Verseput
Director Patrick
Marketing Director Richardson

Absent

None

* Board member Du Pilka arrived at 5:16 p.m.

Agenda

Motion was made by Board member Hanenburg to approve the amended agenda as presented. Board member DeJong seconded. Motion carried.

Minutes

Board member Slater moved to approve the May 12, 2015 regular meeting minutes. Board member Cooper seconded. Motion carried.

Citizen Input and Suggestions

Chairman Koch opened the floor to citizen input and suggestions.

Renee Gavin of BGI Associates, introduced herself and her new company to the Board. She offers law enforcement administrative assistance, including background checks for new employees and licensing, mobile fingerprinting, surveillance, GPS tracker removal and office de-bugging. Contract or bulk discounts are available.

Catherine Meintsma of the Blue Star Mothers of America, has been collecting information on the service veterans and active duty member of the community in order to update the memorial at Danforth and First Streets. Blue Star is a non-profit which has also obtained a private donor to assist in updating the

memorial. She also works with the Wall of Honor, alumni and community. At the point of the DDA updating the memorial, she is offering assistance and information to ensure accuracy.

Scheduled Guests

There were none.

Petitions and Communications

Director Patrick shared the two bids which were received for the Downtown Refuse Collection for 2015-2016. Both Republic/Allied and Waste Management submitted bids. Board member Schmidt inquired about the duration of the contract, to which Anisa Williams replied that it is a one year contract with option to renew up to three years. Board member Schmidt motioned to accept the Republic Services bid. Board member Verseput seconded. Motion carried.

Director Patrick stated that a policy should be made concerning Board Vacancies. He introduced a mapped representation of Board member property/interest. He recommended that the Board should create committees based on the DDA by-laws, including the Nominating, Finance, Development, and Marketing Committees. Board member Hanenburg inquired about extended absences of board members, to which Chairman Koch replied that it is more important what members contribute while here and their overall interest in the community. Chairman Koch then stated as the board looks for new members to seek those who will be active in the community and on behalf of the DDA. He said the Nomination Committee should seek those who have the entire district in mind and not with singular purpose or area. Director Patrick recommended the by-laws be reviewed and revised; it will be on the July agenda for action. Board member Schmidt asked how non-DDA members can get involved and if there is a process, to which Chairman Koch replied that the Chairs of committees may select non-members to be on the committee, but the process for selection is yet to be worked out.

Director Patrick stated that the Pocket Park is on the schedule after the new fiscal year starts July 1. Pam Blough of PM Blough, Inc. will begin preparing bid documents, which will take 40 to 60 days; another three weeks for bids; with the hope that construction can begin in September or October and finish in spring for a Phase I grand opening. Director Patrick will pull out the existing drawings and plans and present them at next month's meeting.

Board member Schmidt motioned to accept and file the June Information Packet, which consists of: "City moves from survival mode to investment mode;" *Grand Rapids Business Journal*, May 18, 2015, Vol. 33, No.20; "The Art of Export; Dairy facility exemplifies global potential for Michigan companies" *Michigan Agriculture*, May 2015; City letter to CM Railroad Properties dated June 4, 2015; City Council Draft Minutes dated May 11, 2015. Board member Veldman seconded. Motion carried.

Board member Du Pilka motioned to approve the recommendations of the Wage and Compensation Committee as presented. Board member Veldman seconded. Motion carried.

Citizen Input and Suggestions

Chairman Koch again opened the floor for citizen comments.

John Hubert, owner of Off the Tracks, inquired if the suggestion of making the western-most entrances to the North Main Parking Lots directional. Director Patrick remarked that the issue is being studied and is still on the radar to be addressed.

DDA Director's Comments

Director Patrick drew attention to the article in the Information packet about Grand Rapids' fund balance, and commented on what is an appropriate fund balance. The community which has financial stability has a direct impact on the DDA. He also stated that the recent article on Continental Dairy has drawn more publicity for Coopersville. The West Randall Reconstruction should begin July 6; the winning bid came in 11% lower than anticipated.

Director Patrick attended an event for Grand Valley State University which honored Ed and Nancy Hanenburg. He said it was an incredible evening, in a room with about 2,000 business and civic leaders all hearing about Coopersville, the school, and the community. He thanked Ed for the generous work through the years.

Marketing Director's Comments

Marketing Director Jan Richardson is working on:

- In the process of updating the website. It will feature new businesses on the front page, including interviews and photos.
- Securing private funding for Walk Through Park to install an arch and additional landscaping. Pam Blough is putting together estimates and initial drawings; it may be done in phases.
- Funding for 7 to 8 large banners at the Roundabout through another private funding source.
- Ordered 20 more lighted snowflakes for Phase I Christmas wreath replacements. She would like to see the entire corridor from downtown to Eastmanville and Randall filled with lighted snowflakes.

Board Member's Comments

Board member DeJong complimented the group who handles the Roundabout beautification.

Board member Hanenburg mentioned that Doug Leep's funeral is on Monday, and if folks want to contribute, donations can be made to Coopersville Cares in Doug's name. He also "can't say enough good" about Kevin and Ron and what they have done for CAPS. The issue of residential development need encouragement as people want to move here but there isn't enough housing.

Board member Veldman echoed Director Patrick's sentiments about the incredible video and dinner honoring Ed Hanenburg.

Board member Du Pilka stated that the supplies on the lot next to 306 Main will be cleaned up by July 1.

Board member Verseput is excited to finally be realizing Pocket Park installation.

Board member Cooper mentioned the Relay for Life will be taking place on July 10 at the High School. Last year they raised a record amount in the state and the whole company gets behind the cause.

Board member Slater extended sympathies to River Ridge for the loss of Doug.

Chairman Koch's Comments

Chairman Koch stated he and two other board members measured the John Engler pavilion at City Park, which showed a lot of room. He also encouraged board members to watch the video recently made which promotes CAPS.

Adjournment

Board member Slater moved to adjourn the meeting. Board member DeJong seconded. The meeting adjourned at 5:56 P.M.

Chairman Bob Koch