

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

SEPTEMBER 8, 2015

Chairman Pro Tempore Verseput 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*

Board member Schmidt**

Board member Slater

Board member Spoelman

Board member Veldman

Chairman Pro Tempore Verseput

Director Patrick

Marketing Director Richardson

Absent

Chairman Bob Koch

* Board member Hanenburg arrived at 5:17.

** Board member Schmidt departed early at 6:10 p.m.

Motion was made Board member Spoelman to excuse the absence of Chairman Koch. Board member Schmidt seconded. Motion carried.

Agenda

Motion was made by Board member Schmidt to approve the agenda as presented. Board member Slater seconded. Motion carried.

Minutes

Board member Veldman moved to approve the July 14, 2015 regular meeting minutes as amended.

Board member Schmidt seconded. Motion carried.

Citizen Input and Suggestions

Chairman Pro Tempore Verseput opened the floor to citizen input and suggestions. There were none.

Scheduled Guests

Pam Blough of PM Blough Landscape Architecture presented updated plans and costs for the downtown Pocket Park project. She stated that the plan will change slightly in order to match the entrances and exits occurring at 306 Main (Railroad Depot). She reviewed the four distinct areas of the park: the

welcome area, the pavilion, the fountain/splash pad, and the clock. Board member Schmidt inquired about low concrete walls instead of benches and the budget costs listed, to which Ms. Blough replied that the design and conservative estimates are based on the city's budget and include enough to cover the incidental costs such as shipping, install labor, and base construction of various elements. Director Patrick stated that if the board wants to go in a different direction with park design, then the board needs to reissue the purchase order and start from scratch. He then reiterated the importance that the DDA board show the community that there is some progress for Phase I. Phases II and III will be in subsequent years. [Director's note: The phases, as presented, were not accurate. Phase I is completed and was the clock installation. Ms. Blough presented on Phase II, and Phases III and IV will be completed in subsequent years.] Board member Veldman mentioned that it is not a great location for performances, to which Ms. Blough responded that the original use was daily informal with occasional small community events such as carolers.

Chairman Pro Tempore inquired if Ms. Blough was working with the railroad on making the designs between the two parcels work together, to which Ms. Blough and Board member DuPilka responded in the affirmative. Board member Hanenburg mentioned that the pavilion could be made more useable as a bandshell or in inclement weather with the installation of rollup sides. Board member DuPilka inquired about trees and security systems. Ms. Blough replied that the planting has not been designed yet. Director Patrick stated that cameras will be in place and research is occurring now as to the type.

Petitions and Communications

Motion was made by Board member Spoelman to nominate Board member Verseput as Chairman Pro Tempore. Board member Veldman seconded. Motion carried with Board member Verseput abstaining.

Article 5 of the DDA Bylaws lists the committees to which DDA board members can belong: Nominating, Development, Financial, and Marketing. The chairs of those committees plus the Chairman make up the Executive Committee. Board member DuPilka motioned to table action on nominating and appointing committee members until next month. Board member DeJong seconded. Motion carried.

Director Patrick stated that the Agreement with the Library said that any future available funding above what the DDA is currently capturing would not be captured or returned to the Library. Motion was made by Board member Schmidt to ratify and accept the agreement which limits capture. Board member Spoelman seconded. Motion carried.

There was much discussion concerning the Pocket Park and Proposed Phase II which Pam Blough presented earlier in the evening. Board member Hanenburg inquired about next steps, which would be instruction to Pam to develop bid-able packet for the construction proposals. Board member Slater inquired about the timeline, to which Director Patrick responded that construction would begin next year as the original 2015 timeline has been diminished. Ms. Blough responded that she will need 40 to 60 days to work with the Railroad on matching the properties, design and coordinate with utilities. Board member Hanenburg stated he has suggestions of companies who might like to bid, in addition to some ideas to incorporate into the design. Director Patrick replied that if anyone had suggestions of potential bidders or suppliers to share with the board.

Board member Schmidt inquired if it would be possible to change the design of the pavilion, to which Director Patrick replied that we can but the project would have to be paused. Ms. Blough replied that

the design was based on pre-designed pavilions and that customizing the structure increases price and time. She stated that the pavilion design should reflect how the community will be using it: daily use or occasional special events. Board member Cooper inquired if we can push the pavilion to a later Phase, to which Ms. Blough replied that in order to properly do the site work in this first phase, she will need to know what the footing and design measurements will be. She then suggested that a base or greenspace could be implemented in the first phase. Motion was made to proceed with Proposed Phase II by Board member DuPilka. Motion was seconded by Board member Hanenburg. Motion carried unanimously. [Director's note: The minutes have been adjusted, as voted, to reflect to proceed with Phase II as Ms. Blough presented. Phase I (the clock) is complete, was voted on previously.]

Board member DeJong motioned to accept and file the September Information Packet, which consists of: "It takes a village," *MiBiz Journal*, published July 20, 2015; "West Michigan economy remains on solid footing," *Grand Rapids Business Journal*, published July 13, 2015; Vol.33 No.28; "Late summer economy remains in slow growth mode," *Grand Rapids Business Journal*, published August 10, 2015; Vol.33 No.32; City Council Special meeting minutes dated July 2, 2015; City Council Minutes dated July 13, 2015; City Council minutes dated July 27, 2015; City Council minutes dated August 10, 2015; City Council draft minutes dated August 24, 2015; Monthly Permits Issued July 2015; and Monthly permits for August 2015. Board member Slater seconded. Motion carried.

Citizen Input and Suggestions

Chairman Koch again opened the floor for citizen comments. There were none.

DDA Director's Comments

There were none.

Marketing Director's Comments

Marketing Director Jan Richardson is working on:

- Continued meetings with Medical Mile Regional Group. Friday, September 25, at 8:00 a.m. tour and meeting at Continental Dairy.
- Working with Chamber on 5:00 Business After Hours networking event. Hopefully at Bekins or Select Services.
- Christmas lights downtown are fixed. The circuits aren't strong enough for incandescents, so back to LED. Hersh is splitting the cost to fix with the DDA. Director Patrick commended that Hersh has done an outstanding job and has been a real partner on this project.)
- Lt. Firehouse Café is opening soon on Main Street. They are fixing up the building and plan to open the first part of October.
- A microbrewery has expressed interest in expanding to the city; the Filling Station based out of Traverse City, or possibly Cellar Brewing (Chuck Brown) out of Sparta. The liquor licensing is a different setup than traditional liquor licenses.

Board Member's Comments

Board member Verseput thanked the board for the vote of confidence and support of the library agreement.

Chairman Koch's Comments

Chairman Koch was not present.

Adjournment

Board member Hanenburg moved to adjourn the meeting. Board member Veldman seconded. The meeting adjourned at 6:19 P.M.

Chairman Bob Koch

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