

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

OCTOBER 13, 2015

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

Roll Call

Present

Board member Du Pilka

Board member Hanenburg

Chairman Koch

Board member Schmidt

Board member Slater

Board member Spoelman*

Board member Veldman

Chairman Pro Tempore Verseput

Director Patrick

Marketing Director Richardson

Absent

Board member Cooper

Board member DeJong

* Board member Spoelman arrived at 5:17 p.m.

Motion was made by Board member Hanenburg to excuse the absence of Board members Cooper and DeJong. Board member DuPilka seconded. Motion carried.

Agenda

Motion was made by Board member Verseput to approve the agenda as presented. Board member Veldman seconded. Motion carried.

Minutes

Board member Schmidt moved to approve the September 8, 2015 regular meeting minutes as amended. Board member Slater seconded. Motion carried.

Citizen Input and Suggestions

Chairman Koch opened the floor to citizen input and suggestions. There were none.

Scheduled Guests

There were none.

Petitions and Communications

Motion was made to accept the standing Committee chairperson appointments as presented by Board member Verseput. Seconded by Board member Hanenburg. Motion carried.

Development Committee Chair	Board member DeJong
Finance Committee Chair	Board member Spoelman
Marketing Committee Chair	Board member Schmidt

The following board members volunteered to be part of the standing Committees:

Development Committee	Board member Hanenburg Board member Verseput
Finance Committee	Chairman Koch Board member DuPilka
Marketing Committee	Board member Slater

Board member Veldman volunteered to be on a board wherever needed.

Chairman Koch stated that the Maintenance sub-committee would be managed by the Financial committee, and the Snowplowing and Refuse sub-committee would be managed by the Marketing committee. Motion was made by Board member Verseput to include the Maintenance Sub-Committee and the Snow Removal & Refuse Sub-Committee as standing committees. Board member Hanenburg seconded.

Director Patrick stated that he needs a decision from the board on names, applicants, and criteria; he estimated December or January for filling positions. Board member DuPilka inquired if the interviews would be handled by the Executive committee and what the process is for selection, to which Chairman Koch replied that the committee will develop the process, determine criteria, and schedule interviews. Board member Schmidt inquired if it will include the applicants from earlier in the year. Chairman Koch said they will inquire.

Board member Verseput updated the board about Pocket Park. The railroad, board members, and Pam Blough met to discuss the transition between the park and 306 Main. The DDA agreed to take care of the landscaping up to the building in exchange for eight feet of the alley given to the Park. Ms. Blough scheduled surveyors and is reworking the park in order to handle the ADA-required sidewalk transitions from building into the park. The City and Railroad are working together to keep all wiring and cabling buried to minimize distraction. Board member Verseput stated that all agree to keep the part open as possible for multi-functional use; the previous suggestion of low wall benches would limit the park's functionality tremendously. The pavilion will remain open-sided for multi-functional use as well. Gates are indicated in the fencing along the alley. Board member Schmidt inquired who makes the final decision on inclusion of the fountain, to which Board member Verseput replied that several points are fluid and final designs are yet to be presented. Chairman Koch stated that the board will vote on the final design and construction will not begin until next spring.

Director Patrick shared that many years ago, research and even preliminary design was started on building a music bandshell at Main Street Park and it is worth discussing that option again. There is

certain MDNR criteria which will need to be met as the park often floods in summer. Marketing Director Richardson stated that Main Street Park is underutilized and could be an excellent way to connect businesses with events like concerts in the park. Board member DuPilka inquired about the feasibility, cost estimates, and that it is a reasonable alternative to the bandshell at Pocket Park. Director Patrick stated that the Farm Museum is doing an excellent job with music but a bandshell would be an economic draw in addition to a larger and secondary venue. John Hubert of Off The Tracks Grocery Outlet, suggested the board could also look into a mobile bandstage much like the City of Grand Rapids uses, either as a temporary stage or compliment for the city's events. He also suggested that local businesses could sponsor or rent the stage. The board generally expressed interest in a temporary or permanent bandshell.

Board member Schmidt motioned to accept and file the October Information Packet, which consists of: MMA Special Achievement Award for Manufacturing & Community Revitalization to Steve Cooper, August 2015; City Council minutes dated September 14, 2015; City Council draft minutes dated September 28, 2015; and Monthly Permits Issued September 2015. Board member Verseput seconded. Motion carried.

Citizen Input and Suggestions

A citizen inquired if the DDA would be renewing the snowplowing contract or opening for bids. Director Patrick responded that the board will review and make a determination.

John Hubert, Off the Tracks Grocery Outlet, stated that he is still interested in being on the DDA board. He also informed the board that on October 24, from noon to 3, there is a Halloween pumpkin celebration downtown for the kids which includes pizza, apples, donuts, and candy; kids are encouraged to wear costumes.

DDA Director's Comments

Director Patrick said that West Randall road reconstruction is nearing completion; the remaining trees, electrical, and irrigation is being installed on the north and south sides of the road. There has been much discussion about the Muskegon WWTP options; there are many variables to consider. Director Patrick will be keeping Council updated and CDF & Fairlife have given verbal commitments to stay and work with the city. Board member Hanenburg seconded CDF's commitment to the city and expressed his confidence in their integrity; he said that they have made huge investments in the Coopersville area and all producers are backing up CDF's commitment. Director Patrick also mentioned that he has offered the Assistant City Manager position to a candidate who has accepted and starts the first week of November.

Marketing Director's Comments

Marketing Director Jan Richardson is working on:

- The Fall DDA Happy Hour networking event will take place at Bekins; they are very excited to host and show off their facility. 5-7 PM.
- A concept for Walk Thru Park with Pam Blough. She will share on the next agenda.
- Gull Lake Marine is getting lots of attention on the corner of 48th and the expressway. The cleanup is incredible to see. She recommended that the board begin to think about the East gateway as there will be an increase of traffic into the city. Board member Hanenburg

mentioned that there was a Master Plan 40 years ago; Marketing Director Richardson said the board should review again for ideas.

Board Member's Comments

Board member DuPilka mentioned the train passenger cars are getting painted. Doors and windows will be installed on 306 Main on October 20.

Board member Slater would like to see the alley paved before winter behind his building; Board member DuPilka commented that conduit should be placed before paving from the transformer to the park.

Chairman Koch's Comments

There were none.

Adjournment

Board member Schmidt moved to adjourn the meeting. Board member Slater seconded. The meeting adjourned at 6:12 P.M.

Chairman Bob Koch