

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

APRIL 12, 2016

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

Roll Call

Present

Board member Cooper
Board member DeJong
Chairman Koch
Board member Schmidt
Board member Slater

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

Absent

Board member Du Pilka
Board member Hanenburg

Motion was made by Board member Spoelman to excuse the absence of Board members Du Pilka and Hanenburg. Board member Verseput seconded. Motion carried.

Agenda

Motion was made by Board member Schmidt to approve the agenda with the addition of one document by Board members Schmidt and Slater. Board member Slater seconded. Motion carried.

Minutes

Board member Verseput moved to approve the February 9, 2016 regular meeting minutes with a correction. 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

Board member Slater presented an updated Downtown Refuse Rates for 2016-2017 which incorporated a change in refuse rates (increase) for restaurants. Board member Schmidt commented that the previous rate for a restaurant at \$10 per week was too low as they create most of the waste. The net is that the cost of regular commercial rates went down minimally. Motion was made by Board member Verseput to approve the 2016-2017 garbage rates as presented. The motion was supported by Board member DeJong. Motion carried unanimously.

Director Patrick presented the Annual Budget for 2016-2017 for review. He stated that they are currently working on Draft C in order to bring the initial \$500,000 deficit closer to \$10,000 or \$20,000 in the red. DDA numbers were reviewed and the DDA budget total is currently \$480,099, with a cap of \$300,000 currently designated for the Pocket Park Phases I and II without bonding which is great news. Director Patrick requested Board members to provide additional requests for line item projects before the next meeting. The Board will need to take action on the budget at the May 10 meeting.

Board member Verseput received notice from the Downtown clock manufacturer that there is a retrofit upgrade for LED lighting that would replace the current, difficult to install florescent bulbs. He stated that Rotary will pay for the upgrade through a grant of the Community Action fund.

DDA Committee updates:

1. Development Committee – no update.
2. Finance Committee – Board member Spoelman presented the notes from the Finance/Maintenance Committee meetings. Director Patrick provided clarification on the current maintenance process, which includes the City's Purchase Order system for items and service requests between \$100 and \$10,000. Board member Spoelman stated that the committee will come to the city right away if any maintenance requests are noted and required. Motion was made by Board member Spoelman to accept the meeting notes, striking the third paragraph, as reported on April 12, 2016. Support was made by Board member Schmidt. Motion carried unanimously.
3. Marketing Committee – no update. Bids for snow removal will start planning in August.

Chairman Koch stated that the Board had four candidates for two Vacant Board seats; the Executive Committee interviewed three of the four. The Executive Committee recommends the appointment of Andrew Beers to a vacant seat, leaving the other seat empty. Mr. Beers works for Modern Woodman of America, a financial firm located at 1136 West Randall in the DDA District. Mr. Beers reflected the passion for the community, history of volunteering, and long-term vision which the DDA requires in its membership criteria. Council will approve the DDA Board's recommendation at their next meeting. Motion was made by Board member DeJong to approve the recommendation of Andrew Beers to the DDA Board. The motion was supported by Board member Schmidt. Motion carried unanimously.

Board member Veldman motioned to accept and file the April Information Packet, which consisted of: the DDA Happy Hour Invitation, April 28 from 5:00 to 7:00 PM at Ranger Die; "Dogs know when they smell it – Michigan business uses innovative team to track sewage contamination," *Michigan Environmental Report*, Vol.34, No.1, Winter 2016; "Charitable Giving and the Fabric of America," *Imprimis*, Vol.45, No.1, January 2016; City Council minutes from March 14, 2016; City Council Draft

minutes from March 28, 2016; Coopersville Area Historical Society Newsletter, April 2016; Monthly Permits, February 2016; and Monthly Permits, March 2016. Board member Cooper seconded. Motion carried.

Citizen Input and Suggestions

There were none.

DDA Director's Comments

Director Patrick said that talks continue on the City's major upgrades to its water and sewer systems. The city is pursuing bonding options and Council recently approved the Water Booster Station upgrades at Allendale so when funding becomes available, the project can start immediately. The city is nearing a decision on how and where to handle Continental Dairy/Fairlife's additional waste from expansion. Director Patrick also mentioned that mulch has been ordered and will be spread throughout town soon.

Marketing Director's Comments

Marketing Director Richardson mentioned

- that the Walk Thru Park Arch and Mobile Bandstage projects are still underway.
- The Spring Happy Hour is scheduled for April 28 at Ranger Die, hosted by the Raap brothers and Raap Signs.
- That she is in Phase III of replacing the old Christmas wreaths with the lighted LED snowflakes.
- That Coopersville Floral is placing flowers on Main Street again this year and wondered about adding flowers to West Randall now that irrigation is in place. If not this year, then plan for next.
- CCS is celebrating its 40th anniversary this year and would like to host a DDA happy hour in October.
- Select Services may host the July Happy Hour on their back patio.
- Board members were given a flyer for Mackinaw City with good information.

Board Member's Comments

Board member Schmidt mentioned the North Bank Trail organization is having the Saturday morning fundraiser at Crockery Township Hall in Nunica in April 15.

Board member Slater stated he would like to be part of the snow removal contract renewal process this year.

Board member DeJong complimented Jan on the Happy Hour meetings and how impressed he has been with the organizations who have hosted.

Chairman Koch's Comments

Chairman Koch asked if the \$300 for Perennial Park flowers has been approved, to which Director Patrick replied that the city already took care of it. Chairman Koch thanked the committees for their efforts and extra time to get things done.

Adjournment

Board member Verseput moved to adjourn the meeting. Board member Slater seconded. Motion carried. The meeting adjourned at 6:04 P.M.

Chairman Bob Koch