

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

MAY 10, 2016
DRAFT

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

Chairman Koch provided an oath of office to induct Board member Andrew Beers.

Roll Call

Present

Board member Beers

Board member DeJong

Board member DuPilka

Chairman Koch

Board member Hanenburg

Board member Schmidt

Board member Slater

Board member Spoelman

Board member Veldman

Director Patrick

Marketing Director Richardson

Absent

Board member Cooper

Pro Tempore Verseput

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

Agenda

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

Minutes

Board member Schmidt moved to approve the April 12, 2016 regular meeting minutes as presented. Board member Spoelman 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

Director Patrick introduced the Annual Budget for 2016-2017 for approval. Council approved Draft D at \$162,000 in the red with a healthy fund balance on May 9. The DDA budget is in the black. Board member DuPilka motioned to approve the budget as presented in Draft D. Board member Spoelman seconded. Motion carried.

Director Patrick stated that the third quarter Revenue and Expenditure Report ending March 31, 2016, left the DDA under budget with a total expenditure of 54.38%. Board member Schmidt motioned to receive and file the report. Board member Veldman seconded. Motion carried.

Director Patrick stated that the Coopersville Area District Library has inquired about the DDA making a donation toward the purchase of a \$12,000 generator for the Library's expansion. Director Patrick mentioned that this would come out of the 2016-2017 budget and be a goodwill gesture toward the Library. Board member Schmidt stated that the Coopersville Foundation gave a grant toward the generator already, but was unsure of amount. Director Patrick stated he will verify the total amount they need in order to meet their goal. Board member DuPilka motioned to approve a donation toward the remaining cost of generator not to exceed \$12,000. Board member Spoelman seconded. Motion carried.

DDA Committee updates:

1. Development Committee – no update.
2. Finance Committee – Board member Spoelman presented the notes from the Finance/Maintenance Committee meetings. Board member DuPilka asked for a list of maintenance items which the DDA should prioritize. Chairman Koch responded that each DDA Board member should make a list of maintenance items to be addressed in order to discuss next month.
3. Marketing Committee – no update.

Director Patrick presented the Pocket Park Project Schedule and met with Pam Blough, Landscape Designer of PM Blough. He stated that the goal is to get a significant portion of Phase II and III by the end of this calendar year but the schedule needs to be approved in order for the Request for Quotes to go out soon. The construction will have to be coordinated with the Del Shannon Days and other community groups. Board member Slater motioned to accept the Pocket Park Schedule as presented. The motion was supported by Board member Hanenburg. Motion carried.

Board member DeJong motioned to accept and file the May Information Packet, which consisted of: Gull Lake Marine Grand Opening Event invite for May 13, 2016; Ottawa County Central Dispatch Open House invite for May 21, 2016; Coopersville Area Library Makerspace Brochure, April 2016; City Council Draft minutes from April 11, 2016; City Council Draft minutes from April 25, 2016; Planning Commission Draft minutes from April 18, 2016; Coopersville Historical Museum Society Newsletter, May 2016. Board member Hanenburg seconded. Motion carried.

Citizen Input and Suggestions

There were none.

DDA Director's Comments

Director Patrick discussed the major wastewater project upgrade options as it relates to long term solutions, and the city will most likely work with Muskegon County WWTP to support the continued expansions of Continental Dairy and Fairlife. He also said the Council approved staff to approach the Historical Museum about merging with the city for long term sustainability among other benefits; the Museum has responded in the affirmative and the process will probably finalize in 2017-2018.

Marketing Director's Comments

Marketing Director Richardson mentioned:

- That she has not spent much money in this year's budget.
- She has purchased Phase 3 of the snowflake replacement project and received the same discount from earlier this year. These snowflakes will be placed between East Street and Vets Park on Randall. She is also working the Consumers Energy to power the poles on Eastmanville Street to downtown.
- Bids for Main Street Flowers are being received and will be decided soon as the goal is to have everything in and beautiful by Memorial Day.
- The last Happy Hour was fantastic and each one is better attended than the last. July's will be hosted by Select Services and October will be hosted by CCS for their 40th Anniversary. Marketing Director Richardson is open to suggestions for hosting the January Happy Hour.
- She is happy that the schedule was approved for the Pocket Park. Beautification projects generate positive publicity for the community.

Board Member's Comments

Board member Hanenburg stated that the community has such an excellence in education that one of the graduating seniors has a full ride to Harvard. Board member Veldman and his team deserve all sorts of congratulations. Also, he was recently the guest speaker at the State preservation for Historical Barns conference and received comments about how as a small town, Coopersville has thrived where other towns have died.

Board member Veldman enquired if the easement for the Pocket Park property has been developed with the railroad; to which Director Patrick replied that it is in process.

Board member DuPilka gave props to the CAPS system. He also stated that the Railroad is building a slot train in their yard, which provides track maintenance; another will be built this summer.

Chairman Koch's Comments

Chairman Koch replied that there is a list of board members' name and addresses for each board member. Please review and get any changes to Anisa.

Adjournment

Board member Hanenburg moved to adjourn the meeting. Board member Slater seconded. Motion carried. The meeting adjourned at 6:02 P.M.

Chairman Bob Koch

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