

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

JUNE 14, 2016
DRAFT

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

Roll Call

Present

Board member Beers
Board member Cooper*
Board member DeJong
Board member DuPilka
Board member Slater

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

Absent

Board member Hanenburg
Chairman Koch
Board member Schmidt

*Board member Cooper arrived at 5:34 PM.

Motion was made by Board member DeJong to excuse the absence of Board members Hanenburg, Koch and Schmidt. Board member Spoelman seconded. Motion carried.

Agenda

Motion was made by Board member DuPilka to approve the agenda with the addition of item E: Discussion on Post Office Driveway. Board member Spoelman seconded. Motion carried.

Minutes

Board member Spoelman moved to approve the May 10, 2016 regular meeting minutes as presented. Board member Veldman seconded. Motion carried.

Citizen Input and Suggestions

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

Scheduled Guests

There were none.

Petitions and Communications

Motion was made by Board member Slater to renew expiring the terms for Board members Hanenburg, DuPilka, and Cooper. The motion was seconded by Board member DeJong. Motion carried.

Director Patrick updated the Board on the Pocket Park progress: The project is moving forward. Recently, he met with Marketing Director Richardson and Pam Blough of PM Blough to review the draft construction plans and finalize questions. The Park is on schedule for construction and will begin just before Del Shannon Days, with hopes to complete it by November. Next steps include a survey to finalize descriptions for the legal paperwork and to decide color schemes. Director Patrick also stated that he met with the Railroad to review a few design issues and blending of the property. The Railroad generously offered part of their yard for staging less valuable materials such as gravel and brick. Director Patrick informed the board that his office will communicate with local businesses concerning the schedule and when to expect big trucks in the area.

DDA Committee updates:

1. Development Committee – no update.
2. Finance Committee – Board member Spoelman presented the notes from the Finance/Maintenance Committee meeting. Board member DuPilka again asked for a list of maintenance items which the DDA should prioritize.
3. Marketing Committee – Marketing Director Richardson stated they will be forming a new marketing committee. Board member Beers joined the Marketing Committee.

Board member Veldman motioned to accept and file the June Information Packet, which consisted of: City Council Meeting minutes dated May 9, 2016; City Council Draft Meeting minutes dated May 23, 2016; Planning Commission Draft Meeting minutes dated May 16, 2016; Coopersville Area Historical Museum June 2016 Newsletter; Del Shannon Benefit Concert flyer for August 11, 2016; Monthly Permits Issued April 2016; and Monthly Permits Issued May 2016. Board member DeJong seconded. Motion carried.

Board member Spoelman stated that the United States Post Office Driveway's storm sewer drain is sinking and the cover is loose at the front end, causing a hazard to vehicles, confirmed by Pro Tempore Verseput. Director Patrick stated that it is typically up to the property owner to repair parking lots and drains on private property. He will look into who owns the building to share with the Board.

Citizen Input and Suggestions

There were none.

DDA Director's Comments

Director Patrick discussed the upcoming housing construction project, the Reserve of Coopersville. The developers will be breaking ground this summer and are in the process of discussing logistics and staging. Their goal is to have one or two units completed in time for the Parade of Homes in the fall of 2016. The developers will be reviewing the project at the Planning Commission meeting on Monday, June 20.

He stated that the water and sewer projects are continuing to move forward. There was a big meeting recently between Continental Dairy, Fairlife, the State of Michigan Agriculture and Rural Development, among others from the State, concerning upgrades to the Wastewater Treatment Plant, funding, and the long term Muskegon option. The summary from that meeting is that the City of Coopersville has been competing with the State of Indiana and State of Texas for incentives, and the Michigan Department of Agriculture and Rural Development understands and is working to help the city. Funding is being researched for the Water Infrastructure upgrade with hopes to create a single high-pressure city-wide district, which would effectively raise everyone's PSI.

Board member Cooper mentioned that the butter project is on schedule and will be fully operational in October. He then stated that the City, CDF, and Fairlife are making great cooperative efforts in order to minimize the financial impact of the wastewater project and Muskegon as a viable long term (additional) option, but there are also many great options on the table thanks to the diligence and creative thinking of the city.

Marketing Director's Comments

Marketing Director Richardson mentioned:

- She is pleased about the Main Street flowers, which Coopersville Hardware has planted and is fertilizing every week and watering (or checking the water levels) every day. Mark Douglas and Board member Schmidt filled the planter reservoirs so they can operate as intended. The Hardware has also offered to store the planters through the winter and send them to the greenhouse early spring for planting so when they are returned for placement, they will be fully grown.
- The enclosures around the dumpster in the North parking lot have been restrained.
- She will be meeting with Vince Boileau from Boileau Communications on the video project.
- She is looking for sponsored financing for the Walk-Through Park archway. She would like to procure a grant for this project. Board member Cooper volunteered Chloe Pakalnis of Continental Dairy as she is an excellent grant writer and finder of community grants.
- Phase III of the lighted snowflakes order has been placed, along with a number of LED light strands for the trees on Main and Randall Streets.

Board Member's Comments

Various Board members expressed excitement about the progress on Pocket Park project.

Pro Tempore Verseput inquired about reducing the speed limits between the Roundabout and 64th Street, as he is often close to being rear-ended when turning into his office driveway. Director Patrick mentioned he will talk to Sgt. Luce about it.

Board member Cooper mentioned that Relay for Life will be taking place in July at the high school which is a cause near and dear to CDF. Last year they raise \$18,000 and hope to exceed that goal this year.

Chairman Koch's Comments

He was not present.

Adjournment

Board member DeJong moved to adjourn the meeting. Board member DuPilka seconded. Motion carried. The meeting adjourned at 5:53 P.M.

Chairman Bob Koch/Pro Tempore Verseput

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