

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

SEPTEMBER 13, 2016

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

**Roll Call**

Present

Board member Beers\*  
Board member DeJong  
Board member DuPilka  
Board member Hanenburg  
Chairman Koch

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

Absent

Board member Cooper  
Board member Slater

\*Board member Beers arrived at 5:18 P.M.

No motion was made to excuse absent members.

**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 August 9, 2016 regular meeting minutes as presented. Board member Hanenburg 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**

Chairman Koch noted a letter from Board member Verseput which stated that he will be absent from DDA for October through December 2016 and again March through May 2017 meetings. Board member DuPilka motioned to grant Board member Verseput a leave of absence for October through December 2016. Board member Veldman seconded. The motion carried unanimously.

Board member DuPilka motioned to nominate Board member Veldman as Chairman Pro Tempore. Board member Verseput seconded. The motion carried unanimously.

Board member Hanenburg motioned to close nominations for Chairman Pro Tempore. Board member Beers seconded. The motion carried unanimously.

Chairman Koch called the motion to elect Board member Veldman as Chairman Pro Tempore. The motion carried unanimously.

Director Patrick stated that two bids were received for the downtown Request for Proposals for Snowplowing and Snow Removal. The snowplowing committee met and recommends that 1" was the optimal amount for plowing. The City Charter states that local contract bidders are awarded bids within 10% of the low bid, however Borgman Tree Service's bid was still low compared to local contractor Bigelow Outdoor Services even with the 10%. The snowplowing committee also determined that there would be a schedule for daytime snowfall events where the winning bidder would contractually be obligated to plow at 11:00 A.M. and 5:00 P.M., to return before the next morning to clear and remove the snow. The Board discussed the options. Board member Hanenburg motioned to select Proposal A (1") from Borgman Tree Service. Board member Beers seconded. Motion carried.

**Yeas:** Board members Beers, DuPilka, Hanenburg, Koch, Spoelman, Veldman

**Nays:** Board member DeJong, Schmidt

**Absent:** Board members Cooper and Slater

Director Patrick stated that there were three proposal received for the Landscaping, Irrigation and Lawn Care Request for Proposals. He said that the Department of Public Works crews are spread thin and as more landscaping is needed in the city, there is not enough staff to maintain it all even with help from volunteer organizations. Staff had no reference point to what maintaining these areas would cost and the proposals ranged from \$59,605 to over \$92,000. Based on current budget, the DDA would have to dig into the fund balance to approve this contract. Board member DuPilka volunteered the Finance Committee to review the proposals and find ways to reduce the total amounts spent in each area. Board member Verseput motioned to table the proposal award until the next meeting. Board member DeJong seconded. Motion carried unanimously.

Director Patrick updated the Board on Pocket Park; the RFP has been delayed and he is awaiting the new timeline.

DDA Committee updates:

1. Development Committee – No report.

2. Finance Committee – No report.
3. Marketing Committee – Marketing Director Richardson stated the committee is working on:
  - Brainstorming ways to market downtown and the community by getting more active online and with social media.
  - Talking with downtown merchants about keeping stores open during the Christmas Parade.
  - Beautification on Main Street, including removing the day lilies on Main Street and wrapping trees with new LED lights on October 4.
  - The DDA Happy Hour will be in conjunction with CCS's 40th Anniversary celebration.
  - Banner Day; partnering with the High School Art Department for multiple designs and colors. This would be a winter project so the banners could be up by the Bunny Train in spring.
  - Another art project of photography show with prizes.
  - Interested in lining up music events now for next year; the committee would like to know when the Pavilion will be ready in Pocket Park to begin scheduling. They anticipated using the Pavilion before investing in a mobile band stage. Director Patrick will let them know as soon as he is updated.

Board member Veldman motioned to accept and file the September Information Packet, which consisted of: Coopersville Historical Society Newsletter September 2016; City Council Meeting minutes dated August 8, 2016; City Council Draft Meeting minutes dated August 22, 2016; Planning Commission Draft Meeting minutes dated August 15, 2016; and Monthly Permits August 2016. Board member Spoelman seconded. Motion carried.

#### **Citizen Input and Suggestions**

Eric Bigelow of Bigelow Outdoor Services inquired about Borgman Tree Service's original proposal and if it was added at a later date. Director Patrick said no and the only reason he met with Borgman prior to the DDA Board meeting was to clarify aspects of his proposal which were not clear.

#### **DDA Director's Comments**

Director Patrick inquired as to which Board members would prefer not to have paper packets in addition to the electronic version. Board members Verseput, Beers, and Schmidt volunteered. He also invited DDA Board members to contact him if they have any questions or curiosities concerning city projects or other subjects listed in the Non-Agenda items of the DDA memo.

#### **Marketing Director's Comments**

Marketing Director Richardson noted that she covered her information in the Marketing Committee's report.

#### **Board Member's Comments**

Board member Schmidt mentioned that the Historical Museum Gala is taking place on September 22 at 7:00 PM. She also stated that she is disappointed in the choice of the snowplow contract and she will be watching carefully to ensure the city is proceeding in the right direction. She inquired if

the city will have recourse if there isn't proper follow through, to which Director Patrick stated it would be a breach of contract and they would work to find a remedy.

Board member Hanenburg mentioned that the 300 Jam Event at the Farm Museum was well attend on September 6. He also stated that CDF has also produced their first skid of butter in the new plant.

Board member DuPilka said he appreciates the non-agenda items updates. He then thanked Mr. Bigelow for the bid and the valuation of the bids was fair; the city and DDA always takes the time to do what is right.

Board member Verseput thanked the Board for the time off to travel the country.

### **Chairman Koch's Comments**

Chairman Koch stated that he echoed what Board member DuPilka stated about the bids.

### **Adjournment**

Board member Veldman moved to adjourn the meeting. Board member DeJong seconded. Motion carried. The meeting adjourned at 6:12 P.M.

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Chairman Bob Koch/Pro Tempore Verseput