

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

MAY 9, 2017

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

Roll Call

Present

Board member Cooper
Board member DeJong
Board member Du Pilka
Board member Hanenburg
Chairman Koch

Board member Schmidt
Board member Slater
Board Member Spoelman
Board Member Veldman
Director Patrick
Marketing Director Richardson

Absent

Board member Beers
Pro Tempore Verseput

*Board member Schmidt departed at 5:57 P.M.

Motion was made by Board Member Spoelman to approve the absences of Board Members Beers and Verseput from the May board meeting. Seconded by Board Member Cooper. Motion carried unanimously.

Agenda

Motion was made by Board member Spoelman to approve the agenda as amended. Board member Hanenburg seconded. Motion carried.

Minutes

Board member Slater moved to approve the April 11, 2017 regular meeting minutes as presented. Board member Veldman seconded. Motion carried.

Citizen Input and Suggestions

There were none.

Scheduled Guests

Tim DeWitt of Carrier-Gable presented information on the Lumecon LED Lighting System for the Downtown District. Advantages included 20 year warranty, savings on both installation and consistent wattage use, providing energy savings of 60-75%. Two poles are installed next to the clock downtown and the city is looking for feedback from the community. Board member Du Pilka inquired if it would be just the fixtures or the poles as well, to which Director Patrick responded that there are some poles which are deteriorating, some poles have the light fixtures embedded, and each pole will have to be addressed on a case-by-case basis.

Petitions and Communications

Director Patrick presented the Monthly Revenue and Expenditure Report for March 2017 representing the third quarter, detailing the different incomes and expenditures. Motion was made by Board Member Schmidt to receive and file. Seconded by Board Member Spoelman. Motion carried unanimously.

Director Patrick presented Draft C of the 2017-2018 Budget for approval. The fund balance is healthy expenditures include Pocket Park, LED lighting downtown, and the addition of an employee who would be dedicated to the DDA District. He stated it would be less expensive to hire a staff member than to hire a contract service to perform the same amount of work. This staff member would continue to receive labor and equipment support from the DPW as needed, and would be available for other city emergencies as needed. Discussion ensued concerning the budget and possible staff member. Motion was made by Board Member Hanenburg to approve the budget as presented. Board Member DuPilka seconded the motion. Motion carried unanimously.

Board member Slater motioned to approve the adoption of the individual refuse rates in the downtown district as presented. Board Member Cooper seconded. Motion carried unanimously.

Director Patrick updated the Board on Pocket Park. The RFP is about to go out with award of contract to occur in June. The RFP has the new LED lighting plan and updated pavilion design incorporated. He stated that the pavilion will be ordered this week directly from the city to save money.

DDA Committee updates:

1. Development Committee – The Committee is looking at the areas west of the former Tom's Feedmill and the East Gateway.
2. Finance and Maintenance Committee – The Committee is discussing maintenance of the railroad crossing at Eastmanville.
3. Marketing Committee – The Committee is working on Banner Day reception, May 18 from 5:00 to 6:30 PM, honoring the top 20 designs from the CAPS Graphic Design 2 class which are now decorating the lightpoles along the tracks between Danforth and Main Street. Also, Coopersville Hardware is preparing the Main Street flower pots and is considering adding hanging baskets along Eastmanville. Work continues on downtown beautification, such as painting of the trash receptacles. The Committee is also working on the possibility of a commercial billboard along the highway to entice people to the city.

Board member Hanenburg motioned to accept and file the May Information Packet, which consisted of: NEO Forum 2017 Golf Outing Brochure; City Council Meeting minutes dated April 10, 2017; City Council Meeting draft minutes dated April 24, 2017; Planning Commission draft minutes dated April 17, 2017; and Monthly Permits Issued April 2017. Board member Verseput seconded. Motion carried unanimously.

Director Patrick discussed the possible elimination of the Library's tax capture from the DDA rolls. The DDA has a surplus every year, and with the \$400,000 cap on capture, eliminating the \$12,000 would not affect the DDA's budget at all. Board Member Slater enquired if it would lower their taxes to which Director Patrick replied that it may, minimally. Board Member DeJong inquired if there were others who may also ask to be removed from the capture, to which Director Patrick replied that the Library is different because it generates income for DDA businesses by bringing people downtown, and has similar functions as the DDA. Motion was made by Board Member DuPilka to eliminate the Library from the DDA's tax capture; Seconded by Board Member Spoelman. Motion carried unanimously.

Citizen Input and Suggestions

There were none.

DDA Director's Comments

Director Patrick shared the City's Financial Trend Monitoring System report, an asset to understanding the long term path of the city's budget. He is looking to do a version of this report with the DDA as well.

He is looking more deeply into replacement of the light poles with the Supervisor of the DPW and will present his findings to the Board about the average cost to replace the poles.

Marketing Director's Comments

See the Marketing Committee comments above.

Board Member's Comments

Board Member DuPilka commented that it makes sense to replace the poles at the same time as the light fixtures.

Board Member Hanenburg couldn't be prouder of Coopersville's educational system and gave kudos to Board Member Veldman for at 97% graduation rate.

Board Member Veldman thanked Board Member Hanenburg and his wife Nancy for all their support of the schools.

Board Member Spoelman seconded what Board Member DuPilka stated about the light pole replacement and would like to see a sample.

Chairman Koch's Comments

Chairman Koch had no comments.

Adjournment

Board member Slater moved to adjourn the meeting. Board member DuPilka seconded. Motion carried. The meeting adjourned at 6:36 P.M.

Chairman Bob Koch/Pro Tempore Verseput