

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

JULY 11, 2017

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

Roll Call

Present

Board member Du Pilka*
Board member DeJong
Board member Hanenburg
Chairman Koch
Board member Schmidt

Board Member Spoelman
Pro Tempore Veldman
Director Patrick

Absent

Board member Beers
Board member Cooper
Board member Slater
Marketing Director Richardson

*Board member DuPilka arrived at 5:17 P.M.

Motion was made by Board Member Hanenburg to approve the absences of Board Members Beers, Cooper, and Slater from the July board meeting. Seconded by Board Member DeJong. Motion carried unanimously.

Agenda

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

Minutes

Board member Spoelman moved to approve the June 13, 2017, regular meeting minutes as presented. Board member Schmidt seconded. Motion carried.

Citizen Input and Suggestions

There were none.

Scheduled Guests

There were none.

Petitions and Communications

Treasurer Keri Rogers presented the Monthly Revenue and Expenditure Report for June 2017 detailing the different incomes and expenditures. Motion was made by Board Member Spoelman to receive and file. Seconded by Board Member DuPilka. Motion carried unanimously.

Motion was made by Board Member Hanenburg to accept the resignation of Board Member Verseput. The motion was seconded by Board Member DeJong. Motion carried unanimously.

Motion was made to nominate Board Member Koch to remain as Chairman by Board Member Hanenburg and seconded by Board Member Veldman. Motion was made by Board Member Hanenburg to close the nominations and re-elect Chairman Koch; motion was seconded by Board Member Veldman. Motion was carried unanimously.

Motion was made by Board Member Hanenburg to nominate Ron Veldman as Chairman Pro Tempore, and seconded by Board Member Schmidt. Motion was made to Board Member Hanenburg to close nominations and elect Board Member Veldman as Chairman Pro Tempore; Seconded by Board Member Schmidt. Motion carried unanimously.

Director Patrick introduced Pam Blough of PM Blough Landscape Architecture who stated that she received four (4) bids on the Downtown Pocket Park bid. Bids as opened ranged from \$174,405 to \$313,680. GM Contracting from Newaygo was low bidder and had all the proper paperwork included. Ms. Blough stated that GM Contracting has years of public works experience. Corrected bid amount is \$175,305.50, which fits within the original proposed budget. Board member DuPilka asked when they would start, to which Ms. Blough replied that, with Board approval, they would be ready to implement contracts this week once bonding and insurance are lined up. She stated that both the City and the DDA would be included as additional insured. Board Member Veldman inquired who is providing project oversight, to which Ms. Blough replied that her company, in combination with City staff, will provide oversight for the project. Additional testing, such as compaction, will be at the DDA's responsibility. Board Member Hanenburg asked about the length of warranty; Ms. Blough replied that construction has a standard one year warranty and controllers and other equipment have extended warranties which will be turned over to the city on project close-out. Board Member Hanenburg inquired about getting photography along the way and as-built plans; Director Patrick responded that the city has an asset management system in place which includes GPS mapping of underground facilities, photographs and videos of the infrastructure. Motion was made by Board Member DuPilka to accept the low bid from GM Contracting at \$175,305.50 to construct the Downtown Pocket Park. Board Member Spoelman seconded. Motion carried unanimously.

DDA Committee updates:

1. Development Committee – Nothing to report.
2. Finance and Maintenance Committee – The Committee is discussing maintenance of the railroad crossing at Eastmanville.

3. Marketing Committee – The billboard is going to be placed in early August. A donation from Betten Baker has been approved to be put toward a project but the details will need to be finalized before it can be announced.

Board member Veldman motioned to accept and file the July Information Packet, which consisted of: 2016 Drinking Water Quality Report; City Council Meeting minutes dated June 12, 2017; City Council Meeting draft minutes dated June 26, 2017; Planning Commission draft minutes dated June 19, 2017. Board member DeJong seconded. Motion carried unanimously.

Citizen Input and Suggestions

There were none.

DDA Director's Comments

Director Patrick stated that the Pavilion was ordered separately as there is an 8 to 10 week lead time on manufacturing due to the special alterations of the posts in include the outlets

Marketing Director's Comments

Marketing Director Richardson was absent.

Board Member's Comments

Board member DuPilka expressed congratulations to Board Member Veldman and Chairman Koch for their extra work. He also stated that the old Tom's Feed Mill property can be used by vendors for the duration of Del Shannon Days if the city is willing to do some cleanup on the site.

Chairman Koch's Comments

Chairman Koch inquired about the removal of dead trees along Randall, to which Director Patrick replied that the city has received quotes to remove them and will be replacing them in the fall.

Adjournment

Board member Spoelman moved to adjourn the meeting. Board member Hanenburg seconded. Motion carried. The meeting adjourned at 5:44 P.M.

Chairman Bob Koch/Pro Tempore Veldman