

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

OCTOBER 10, 2017

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

Roll Call

Present:

Board member Cooper
Board member DeJong
Board member Hanenburg
Chairman Koch
Board member Schmidt*

Board member Slater
Board Member Spoelman
Pro Tempore Veldman
Director Patrick
Marketing Director Richardson

Absent:

Board member Beers
Board member Du Pilka

*Board Member Schmidt departed at 6:16 PM.

Motion was made to excuse the absences of Board Members Beers and Du Pilka by Board Member Schmidt and seconded by Board Member DeJong. Motion carried unanimously.

Agenda

Board Member Hanenburg requested to add Item J. E. Discussion on the John Engler Train. Director Patrick requested removal of Item 7. C. A Change Order No. 1. Motion was made to approve the Agenda with changes as requested by Board Member Hanenburg. Motion was seconded by Board Member Veldman. Motion carried unanimously.

Minutes

Board member Slater moved to approve the September 12, 2017, regular meeting minutes as presented. Board member Hanenburg seconded. Motion carried.

Citizen Input and Suggestions

There were none.

Scheduled Guests

There were none.

Petitions and Communications

Treasurer Keri Rogers presented the Budget and Revenue Expenditure report for August 2017 and discussed the various figures. Motion was made by Board Member Schmidt to receive and file the report. Board Member Slater seconded. Motion carried.

There was discussion on the need for the board to approve Pay Application No. 3 for Pocket Park when the contract was already approved by the board. The board determined no motion was needed to approve Pay Application No. 3 and it could be handled by Director Patrick.

Director Patrick stated that Change Order No. 2 for Pocket Park was submitted because the goal is to consolidate all the park utilities into one enclosed area within a fenced area of the park. Once installed, however, the designed fence was not high enough to cover the utilities and the fence had to be raised one foot, and the other fence was also raised to match it. Board Member Hanenburg motioned to approve Change Order No. 2 totaling \$4,466.60. Board Member Schmidt seconded. Motion carried unanimously.

Director Patrick presented the Future DDA Project list as listed in the Development Plan and reprinted in the Memo. He stated the Board needs to prioritize the list and go through a formal process of adding any new projects to the list. Discussion among the board ensued. Chairman Koch summarized the top three but recommended the Board continue to review the list. Motion was made by Board Member Hanenburg to address the initial projects in this order:

- Bike Path – high priority, planning but no investment yet
- Walk Thru Park – upgrade facilities and build out
- Pocket Park – finish final phase

Support was made by Board Member Cooper. Motion carried unanimously.

Board Member Hanenburg stated that he appreciated the history which Director Patrick shared with the Board concerning the John Engler. Director Patrick explained that the Board did motion to purchase the train for \$1, but he delayed moving forward on a purchase agreement because the DDA did not have a thorough analysis of the long-term maintenance costs nor restoration costs for the train. Chairman Koch noted that the Board had trouble determining where it was going to be placed. Director Patrick reminded the Board that the Board does not have authority to perform work outside of the DDA district and should stay within the spirit and scope of the Development Plan. Board Member Schmidt commented on the nature of Board decisions and the need for follow through. Chairman Koch replied that all Board members should be aware and inquiring about projects. Director Patrick apologized and stated that he will call a special meeting in the future should situations like this arise in the future.

DDA Committee updates:

1. Development Committee – Nothing to report.
2. Finance and Maintenance Committee – Nothing to report.
3. Marketing Committee – Board Member Schmidt reported that the Downtown Fall Festival is on Saturday, October 28 in the afternoon. They are looking for donations from downtown businesses. If the weather is bad, it will be under the Pavilion.

Board member Hanenburg motioned to accept and file the September Information Packet, which consisted of: Downtown Snowplowing Contract Map for 2017-2018 season; City Council Meeting

minutes dated September 11, 2017; City Council Meeting draft minutes dated September 25, 2017; Planning Commission draft minutes dated September 18, 2017; and Monthly Permits Issued September 2017. Board member Veldman seconded. Motion carried unanimously.

Citizen Input and Suggestions

There were none.

DDA Director's Comments

Director Patrick mentioned that if the board hears something that seems odd, to contact City Hall as there are many ways of communication and to get the correct information out. "The door is always open." There are lots of ways people talk – in person, social media, websites, but the city tries to get as much information out there, and regularly, on projects. The City and DDA can't always anticipate the next "story" for the week but if the board hears something that sounds strange or different, City Hall can clear up any misconceptions which may be floating around.

Director Patrick also introduced the new DDA Maintenance employee, Greg Van Weelde.

Marketing Director's Comments

Marketing Director Richardson is working on:

- Longtime city supporter Tony Press and musician on Del Shannon's song Runaway asked for a tree to be planted in his deceased wife's honor. Instead, the Observer will do a story.
- The billboard on I-96 has expired it's time, but it received good attention and many people went to the website as well.
- Received a rough estimate for the videographer drone footage recommended by Andrew Beers.
- The next After Hours will be at the Gallery 293 Loft on October 26 from 5:00 to 7:00 PM.

Board Member's Comments

Board Member Hanenburg inquired about filling vacancies and Director Patrick said he will send an email about suggestions of industry types and regions of the city for Board members preferences.

Chairman Koch's Comments

He had none.

Adjournment

Board member Cooper moved to adjourn the meeting. Board member Slater seconded. Motion carried. The meeting adjourned at 6:17 P.M.

Chairman Bob Koch/Pro Tempore Veldman