

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

JANUARY 9, 2018

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

Roll Call

Present:

Board Member Beers*
Board Member Du Pilka
Chairman Koch
Board Member Slater

Board Member Schmidt
Pro Tempore Veldman
Director Patrick
Marketing Director Richardson

Absent:

Board Member Cooper
Board Member Hanenburg

*Board Member Beers arrived after the gavel was struck and during roll call.

Motion was made to excuse the absences of Board Members Cooper and Hanenburg by Board Member Veldman and seconded by Board Member Slater. Motion carried unanimously.

Agenda

Motion was made to approve the Agenda as presented by Board Member Schmidt. Motion was seconded by Board Member Slater. Motion carried unanimously.

Minutes

Board member DuPilka moved to approve the December 11, 2017 Joint Council, DDA, and Planning Commission special meeting minutes as presented. Board Member Schmidt seconded. Motion carried unanimously.

Citizen Input and Suggestions

John Hubert, Owner of Off the Tracks Grocery Outlet at 303 Main Street, thanked Director Patrick for the quick resolution to the snow issues in the crosswalk and handicap parking areas in front of his store. He also stated that he would like to re-apply for the DDA Board Membership.

Scheduled Guests

There were none.

Petitions and Communications

Director Patrick presented the Budget and Revenue Expenditure report for November 2017. Motion was made by Board Member Slater to receive and file the report. Board Member Beers seconded. Motion carried.

Director Patrick stated that the DDA Annual Report presented to the board for Fiscal Year 2016-2017 is the report which the State of Michigan requires all DDAs to submit and publish. Motion was made by Board Member Veldman to receive and file the report. Board Member Slater seconded the motion. Motion carried unanimously.

Director Patrick presented preliminary color renderings on the Walk Thru Park Project which were created by landscape architecture firm P.M. Blough. The ideas presented will all require the same work: pull out all the existing landscaping and concrete, and put in new pavers, landscaping, structures, and hang lights and sunscreens, etc. The bathrooms would also be renovated and updated at this time. There may be funds in this fiscal year budget to begin the project, however should the DDA want to pursue it, a budget amendment will have to be approved at the next board meeting. Director Patrick requested two board members to volunteer to form a project committee for this project, in addition to himself, Marketing Director Richardson, and City Supervisor of Building, Grounds, and Roads Bryan Buist. Board Member Schmidt volunteered to be on the committee. Board Member DuPilka suggested that the buildings' masonry on each side of the walkway should be evaluated and shored up prior to renovations of the park. Director Patrick hopes to have proposals to the Board in February and out to bid in April. Motion was made to proceed with the Walk Thru Park Project by Board Member Schmidt. Motion was seconded by Board Member Slater. Motion carried unanimously.

Director Patrick updated the Board on the Pocket Park progress. All the water feature components are here; when winter breaks, they will be installed. Chairman Koch stated that next year, he would like to see the DDA sponsor a large Christmas tree in the Pocket Park.

Chairman Koch stated that he would like volunteers to join the interviewing committee. Board Member DuPilka volunteered and inquired if nominations would have to be approved by the City Council, to which Director Patrick replied in the affirmative.

DDA Committee updates:

Board Member DuPilka, representing the Finance and Maintenance Committee, requested budget and costs for the Walk Thru Park project.

Board Member Schmidt, representing the Marketing and Snow Removal/Refuse Committee, stated that the snowplow service is challenging this year as there is more snow than last year. Director Patrick stated that he has been speaking with other cities to find out their models and has discovered that they have the same issues. He will be pursuing snow-melt quotes for the sidewalks. He also stated that the DDA Maintenance Laborer Greg Van Weelde has been and will continue to help as he can with the snowblower on sidewalks and other critical areas. Board Member DuPilka mentioned that there must be a balance between what we pay and the service we want. Board Member Slater insisted that the contract must fulfill his contract.

Board Member Schmidt motioned to accept and file the September Information Packet with the addition of the resignation letter from DDA Director Steven Patrick, which consisted of: "Business Journal names Newsmaker nominees," *Grand Rapids Business Journal*, December 18, 2017, retrieved from <http://www.grbj.com/articles/print/895740business-journal-names-newsmaker-nominees>; Celebration Retirement Open House Invitation for Nancy Post and Patti Eldred; and Monthly Permits Issued November 2017. Board Member DuPilka seconded. Motion carried with regrets.

Citizen Input and Suggestions

There were none.

DDA Director's Comments

He had none.

Marketing Director's Comments

Marketing Director Richardson is working on:

- Replacing the fence along Perennial Park. She is currently getting an estimate.
- There are four sets of lights on West Randall that keep going out. DPW crews have determined it is the plug or connection, not the lights.
- She has asked for costs for a plaque at the library playground for the Betten Baker fence.
- The 2018 first quarter Happy Hour will take place January 25 at Continental Dairy in their new office and training area.
- She is still looking for hosts for the April and July Happy Hours.

Board Member's Comments

Board Member Beers is opening a second location in the north side of Grand Rapids.

Chairman Koch's Comments

Chairman Koch appreciates the lights and how they have been beautifying the city. Thanks to Director Patrick for replacing the sign at Main and 64th Street. The Memo was written very well and loved its message about Coopersville.

Adjournment

Board Member Slater moved to adjourn the meeting. Board Member Beers seconded. Motion carried. The meeting adjourned at 6:04 P.M.

Chairman Bob Koch/Pro Tempore Veldman