

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

September 11, 2018

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

**Roll Call**

**Present:**

Board Member Cooper

Board Member Hanenburg

Board Member Hubert

Board Member Kelly

Board Member Schmidt

Board Member Slater

Pro Tempore Veldman

Board Member Ver Berkmoes

Chairman Koch

Interim Director Seyferth

**Absent:**

Board Member Beers

Board Member Du Pilka

Motion by Board Member Schmidt with second by Board Member Ver Berkmoes to excuse the absence of Board Members Beers and Du Pilka. Motion carried unanimously.

**Agenda**

Motion was made by Board Member Hanenburg with second by Board Member Slater to approve the agenda as presented. Motion carried unanimously.

**Minutes**

Motion was made by Board Member Veldman with second by Board Member Hanenburg to approve the August 14, 2018 regular meeting minutes as presented. Motion carried unanimously.

**Citizen Input and Suggestions** None

**Scheduled Guests** None

**Petitions and Communications**

Motion was made by Board Member Schmidt with second by Board Member Kelly to award a two (2) year contract for snow removal to Bigelow Outdoor Services, with a two (2) inch service level trigger at a total of \$24,000.00 per year. Motion carried with Board Member Hubert opposing.

Discussion was held on the proposed Walk-Through Park.

Interim Director, Seyferth requested that the Board discussed and determined what aspects of the project they see as key, as the items proposed by Prein & Newhof exceed the current budgeted amount for this project.

### **Petitions and Communications continued**

Board Member Hanenburg recommended having a local steel fabricator that has some experience look at this project with Prein & Newhof, to determine if the cost of the steel structure could possibly come in at a lesser amount than proposed.

Board Member Schmidt suggested, to get the project in line with the budgeted amount, that they have the project done in separate phases and they should remove some of the proposed items altogether or add them later, such as making space for the fireplace but having it installed later.

Board Member Hanenburg recommended obtaining competitive bids.

Board Member Veldman suggested more flexible space and has concerns on how they will keep the snow out in the winter and what the cost of the snow removal will be.

Board Member Schmidt recommended to put the project out for bids for just the groundwork, structure and restrooms, less any seating or any other extras.

Interim Director Seyferth stated that the drawings from Prein & Newhof are only conceptual. Engineered drawings have not been completed yet, and Matt from Prein & Newhof has only requested feedback on the proposed subject at this time.

Interim Director Seyferth stated that he will be in contact with Board Member Hanenburg on the cost of the steel structure.

Board Member Veldman recommended to obtain bids on only the steel structure at this time.

Board Member Cooper stated that most steel workers have their own architects.

Board Member Schmidt stated that this project will improve the aesthetics of the area.

Board Member Kelly suggested that some of the downtown store fronts may need to be upgraded once the Walk-Through Park is completed. Interim Director Seyferth stated that this is something that may be addressed later by possibly re-establishing the façade grants.

Interim Director Seyferth stated that he will report the Board Members suggestions on the proposed project to the Engineer.

### **Discussion Mission/Vision**

Board Member Schmidt shared the following "Mission Statement" with the Board:

*"Local passionate business professionals working together to assure our unique historic downtown continues to thrive through economic development and beautification."*

A suggestion was made to include all the DDA District in the "Mission Statement," not just the downtown.

### **Committee Reports**

Development Committee – No updates.

Financial & Maintenance Committee – No updates.

Marketing & Snow Removal/Refuse Committee – Board Member Schmidt reported that the three (3) concerts that were held this summer were amazing and that those that attended, loved them.

*Regular Downtown Development Authority Board meeting minutes of 9/11/18, pg. 3*

### **DDA Information Packet**

Motion by Board Member Hanenburg with second by Board Member Schmidt to receive and file the DDA information packet. Motion carried unanimously.

### **Citizen Input and Suggestions** None

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

Interim Director Seyferth informed the DDA Board that they still have a vacant seat that needs to be filled and that City Council Member Ward is interested in filling this position. Mr. Seyferth stated that he has reviewed the City Charter and the DDA By-laws regarding a Council Member serving on the DDA Board and it is allowable. DDA Board Members stated that Council Member Ward will be required to be interviewed and follow the same process as other applicants. Mr. Seyferth also stated that Donna Dykstra is also interested in the open position.

Interim Director Seyferth recommended that the Board figure out a resolution to fill the vacancy.

A new Interview Committee was formed. Board Members Schmidt, Kelly and Slater will serve on the committee.

Interim Director Seyferth informed the Board that the ad for a new DDA Director will be published in the next Coopersville Observer and there is also an ad posted on the DDA's website until the end of September.

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

Board Member Hanenburg – He would like to have his DDA position replaced in the fall as he will be gone for four (4) months.

Board Member Slater –Ben Hostermans “Ribbon Cutting Ceremony” at the park by the library was great.

Board Member Ver Berkmoes – Requested that the flower pots downtown be moved now. She stated that with all the new plantings that were recently put in, the flower pots make it look too cluttered.

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

Chairman Koch – Seconded Board Member Slater's comment on Ben Hostermans “Ribbon Cutting Ceremony.” Chairman Koch stated further that Ben did a great job. Chairman Koch also inquired as to when the water to the splash pad in the Pocket Park will be shut off? DPW Supervisor Bryan Buist stated that they will shut it off at the end of next week unless we continue to have hot weather then they may leave it on for a while longer.

**Adjournment**

Board Member Schmidt moved to adjourn the meeting. Board Member Veldman seconded. Motion carried.  
The meeting adjourned at 6:06 P.M.

---

Chairman Bob Koch/Pro Tempore Veldman