

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

July 14, 2020

Recording Secretary/Ex-officio Member Seyferth called the meeting to order at 5:15 P.M.

Roll Call

Present:

Board Member Slater	Board Member Ver Berkmoes
Board Member Du Pilka	Board Member Grossenbacher
Board Member Noel	Board Member Veldman
Board Member Dykstra	Board Member Fynewever
Ex-Officio Member Seyferth	

Absent:

Board Members Buth & Koch

Motion by Board Member Slater with second from Board Member Ver Berkmoes to excuse the absent board members. Motion passed unanimously.

Agenda

Motion by Board Member Slater with second by Board Member Ver Berkmoes to add items 3a Election of Chair & 3b Election of Vice Chair for terms expiring July 1, 2021 to the agenda. Motion passed unanimously.

Election of Chair

Motion by Board Member Slater with second by Board Member Du Pilka to select Board Member Veldman as chair of the DDA. Motion passed unanimously.

Board Member Veldman took over as Chair at 5:21PM

Election of Vice Chair

Motion by Board Member Dykstra with a second by Board Member Du Pilka to select Board Member Slater as vice chair. Motion passed unanimously.

Minutes

Motion by Board Member Du Pilka with Support from Board Member Slater to approve the meeting minutes of May 12, 2020 as presented. Motion passed unanimously.

Motion by Board Member Grossenbacher with Support from Board Member Slater to approve the meeting minutes of June 9, 2020 as amended. All voted in favor with board member Du Pilka abstaining

Motion by Board Member Du Pilka with a second by Board Member Dykstra to approve the Special Meeting minutes from June 11, 2020. Motion passed unanimously.

Citizen Input and Suggestions

None

Petitions & Communications:

Move September 2020 meeting date

Director Berends noted the September 2020 meeting date falls the day after Labor Day and suggested moving the meeting back one week to Tuesday, September 15, 2020.

Motion by Board Member Dykstra with a Second from Board Member Du Pilka to move the September 2020 meeting date to the 15th. Motion passed unanimously.

Update on Walk Thru Park Project

DPW Superintendent Bryan Buist provided the DDA Board with an update on the park project. On Monday and Tuesday (July 13 & 14) DPW staff removed the concrete and bushes in the park to prep it for the contractor. This was done as a cost savings measure for the DDA.

The pre-construction meeting was held on the afternoon of Tuesday, July 14. Apex Construction is expecting to get started on the underground and flat work in the next two weeks. It was noted that because of COVID-19 some of the fireplace and pergola components could be delayed. But the project would be finished by the completion date, which is in November.

The bathrooms have been updated as well. DPW Staff completed this to help save costs on the project.

Update on the North DDA Decks

DPW Superintendent Buist provided on update on this project as well. The DDA has contracted with Prein & Newhof to complete the engineering of the decks – because these serve commercial businesses state building code requires the decks be designed by a licensed engineer.

After the engineering is completed, the DDA will attempt to get multiple bids for the construction phase of the project.

Board Member Dysktra asked what the DDA will do to clarify with building owners who is responsible for the decks in the future and noted we're in the current situation because that was left vague in the past.

Ex-officio Member Seyferth stated the DDA/City will have a waver and release form for the property owners who are getting rebuilt decks. This will state that future maintenance and repairs are the responsibility of the building owner. It was noted this is a similar practice the City has used on public improvement projects which required work in/on private property.

New Board Member Interview Committee

Director Berends asked for three board members to volunteer to service on the interview committee for the open board seat. Board Members Noel, Grossenbacher, and Ver Berkmoes volunteered. There were no objections

Providing PPE Boxes for some DDA businesses

Director Berends went over a proposal to provide some Personal Protective Equipment (masks and hand sanitizer) to the smaller locally owned businesses in the DDA. She noted businesses of all sizes have had a lot of changes the past few months and she’s heard from some of the smaller businesses that they are having a hard time getting hand sanitizer and masks. The DDA could purchase in bulk and distribute a one-time “gift” to these businesses.

Businesses would get a box of “blue masks” and hand sanitizer. The amount of hand sanitizer would depend on the size of the business. But that food service businesses would get a gallon of sanitizer and it was anticipated professional service type businesses would get smaller spray bottles of hand sanitizer. This is simply because of the anticipated amount of hand sanitizer each type of establishment would use.

Board Member Du Pilka stated he supported this and thought it would be a great move and could provide some good will to the DDA from these businesses.

Board Member Dykstra clarified asking if this would just be a one-time thing. Director Berends stated it would be one time as a “freebee.” She did note that if businesses wanted to pull together to buy in bulk in the future this is something that was being looked at as an option.

Board Member Slater agreed this was a good idea and even if it was a small expense that was being deferred, it’s something the business wouldn’t have to worry about.

Motion by Board Member Du Pilka with a section by Board Member Grossenbacher to authorize the DDA Director to spend up to \$3,500 on PPE boxes for DDA businesses. Motion carried unanimously.

DDA Information Packet

Motion by Board Member Slater with a Second from Board Member Kelly to receive and file the DDA Information Packet. Motion carried unanimously.

Citizen’s Input and Suggestions

None

Director’s Comments

Director Berends noted that \$2.5 million of CARES Act monies were available for businesses in Allegan and Ottawa Counties and that she was working with Lakeshore Advantage to help identify businesses that could qualify for these dollars.

This past month she did a walkthrough of Dr. Al LaFleur’s space to see if that would be a possibility for the combined DDA/Chamber offices. Currently the rent would be a bit more expensive than what the DDA and Chamber could afford. But some options are being explored to see if those costs could be reduced. She also noted the Coopersville Area Community Foundation was interested in a shared space as well.

Director Berends noted she's been keeping in contact with the DDA businesses and was getting a sense that there's some burnout on keeping up with changing directives. Most understand the need for what's going on, but folks are just getting tired.

Director Berends asked Board Member Slater to provide an update on the partnership committee with the Coopersville Chamber.

Board Member Slater noted the following topics have been discussed:

- Director responsibilities
- Setting a strategic plan and vision for the partnership
- Having the partnership committee continue to meet through the next year on a quarterly basis
- Community between the two board will be key for this to be a successful partnership
- The next meeting is scheduled for Monday, July 20

Board Member & Chairman Veldman's Comments

Board Member Du Pilka asked if the City had a plan for the old fire garage space. Ex-officio Member (City Manager) Seyferth said not at this time, but various options were being discussed. For the time being the City wants to keep the space open.

Adjournment

Motion by Board Member Slater with support from Board Member Fyneweever to adjourn the meeting. Motion passed unanimously. Meeting adjourned at 5:51 P.M.

Chairman Ron Veldman