

CITY OF COOPERSVILLE  
REGULAR DOWNTOWN DEVELOPMENT AUTHORITY MEETING  
HYBRID MEETING as allowed by State regulations related to COVID-19  
Coopersville City Hall; 289 Danforth Street, Coopersville, Michigan

March 9, 2021

Board Chair Veldman called the meeting to order at 5:15 P.M.

**Roll Call**

**Present:**

Board Member Kelly	Board Member Dykstra
Board Member Buth	Board Member Slater
Board Member Noel	Board Member Fyneweaver
Board Member Du Pilka	Board Member Luther
Chairman Veldman	Ex-Officio Member Seyferth

**Absent:**

Board Members Ver Berkmoes & Grossenbacher

Motion by Board Member Noel with second from Board Member Dykstra to excuse Board Members Ver Berkmoes & Grossenbacher, Motion passed unanimously by roll call vote.

**Minutes**

Motion by Board Member Kelly with Support from Board Member Noel to approve the meeting minutes of February 9, 2021 as presented. Motion passed unanimously by roll call vote.

**Citizen Input and Suggestions**

None

**Petitions & Communications:**

**FY 2021-2022 Budget Discussion**

Ex-officio member Seyferth in his capacity as City Manager/DDA CEO gave an overview of the budget process for 2021-2022 including hitting key highlights on revenue projection and project highlights.

Seyferth also went over projected fund balances through the end of FY 2022-2023.

In FY 2021-2022 the DDA is anticipating doing one major project, the North DDA Parking Lot. This will be a reconstruction of the parking area.

Director Wildeboer discussed some of the other budget priorities including bringing in additional flowers and increasing the holiday lighting for the winter season. The façade grant will also be continued.

Board Member Slater asked about adding in monies to improving lighting and the look of the south DDA parking lot near the corner of the Railroad building and New To You. Specifically looking at having a pole light installed to improving lighting in the area.

Ex-officio Member Seyferth asked if this was more of an individual building owner item or something for the DDA?

Board Member Du Pilka agreed there needed to be better lighting in that area and noted this was part of a DDA plan to improve that area but hasn't been completed.

Staff noted they would look into the cost of having a light installed in that area with a goal of having a cost estimate to the DDA Board at the April 2021 meeting. However, it was noted this would be dependent on feedback from Consumers Energy.

Board Member Buth asked about changing where the trash enclosures are located in conjunction with the parking lot redo (specifically moving those to the north side of the parking lot) and about having nicer enclosures. There was also a question about what could/should be done about the grease traps and finding a better location for those as those are business specific.

There was a consensus among the board that they would like to see the enclosures moved, nicer enclosures constructed, and the grease traps put in a better location.

Staff noted they would pass this request on to the engineers when this project is being planned.

#### **Garbage Service Assessment Discussion**

Ex-officio Member Seyferth gave an introduction on the topic and noted it has been several years since the level of trash allocations were looked at. It was noted that legal council had recommended doing a more in-depth review and to hold a public hearing once the assessment had been reviewed. It was noted that the with current year-to-year contract with Republic Services one (1) unit of service is about \$115 per year (this is for trash and cardboard/paper only recycling – the rest of the City has single stream recycling).

Board Member Slater gave some background on how the assessment was developed.

Board Member Buth noted she helped with it too and thought that the units as broken down still look to be in line with the businesses there. Board Member Buth also asked what the current residential rate was.

Ex-Officio Member Seyferth noted the current annual residential rate is \$158 per year.

Several board members commented that the DDA businesses and residents were getting a good deal, even with the more limited recycling option.

- BOARD MEMBER Du Pilka had to leave the meeting at 5:44PM –

Board Member Buth asked how long the DDA/City had been with Republic.

Ex-officio Member Seyferth noted that the current domestic contract with Republic goes until 2024, but that the DDA has been year to year since 2018. In general, it was understood that the DDA would stay with Republic until 2024, but there isn't a contract in place beyond the summer. It was also noted that the City/DDA has been with Republic (or their former entities) for as long as staff could remember.

Board Members Noel and Luther asked if we could go out for bid.

Staff said it would be possible to get new trash numbers.

Board Member Slater noted that one of the deals with Republic was trashcans for Summer Fest when it was run by the Chamber. But, because that is a Rotary event now, that shouldn't be a factor but might be something to check on.

Staff said they would investigate what options might be out there for other trash services as a possibility for consideration.

### **Social District Discussion Follow up**

Ex-officio Member Seyferth let the board know that the City Council gave the okay to start talking with the City's legal council on drafting an ordinance update to allow alcohol in the Pocket Park and the Walk Thru Park/North DDA Pavilion. It's anticipated a first review of the ordinance will happen at the April 12 City Council meeting with a public hearing and possible final passage in May.

It was also noted that the City Council was presented with a draft food truck ordinance that will be up for final consideration in April.

### **Apex Payment 8**

Motion by Board Member Buth with Support from Board Member Slater to approve Apex Construction Payment number 8. Motion passed unanimously by roll call vote.

### **North DDA Deck Reconstruction**

Ex-officio member Seyferth gave an overview of the topic noting it had been several months since the topic was discussed.

Initially staff went out for quotes for decks with composite material and three quotes were received. All were more than what was budgeted and ranged in price from \$73,000 to \$47,000. Staff decided to go back out and ask the same three contractors for an alternative bid using conventional wood for the decking and the railing. Only one contractor responded to the alternative bid, Tom Hammond Construction and the price was \$36,930.

Staff recommended to keep this project moving forward that the DDA Board approve a contract with Tom Hammond Construction for the deck reconstruction. It was noted this would require a budget amendment.

Board Member Luther asked for a history on the project and why the DDA was spending money on decks that appeared to be for individual businesses.

Mr. Seyferth provided a broad overview. In the summer of 2020 the City inspector, PCI, noticed the decking going into 319 Main Street was in disrepair and was a safety hazard. The inspector contacted

the property owner and the owner indicated he didn't own or install the deck, that the DDA/City had. This caused staff to do some research and talk with other downtown property owners who had similar decks. Some records were able to be found that seem to indicate that the DDA did indeed have the decks/ramps/stairs installed, but it was not clear why. Nor was it clear who was to maintain the decks.

It was staff's recommendation that the DDA pay to have the structures replaced and as a condition of the replacement the DDA have the property owners sign a waver saying they will maintain the structures going forward.

Board Member Buth: is there was a way to ensure the decks remained in good repair?

Mr. Seyferth: once the waver was signed it would be the responsibility of the property owner to do so and that zoning/safety standards could be used.

Board Member Buth: could anything be added to the waver to ensure proper maintenance.

Mr. Seyferth: criteria could be added, but the primary objective is to remove DDA responsibility in the future.

Board Member Dykstra: Where are the current documents held?

Mr. Seyferth: Property files are held at City Hall. However, not all these properties have documentation on the decks in them. There are some with easements, but those were never recorded with the County. These documents would date back to the mid 1990s.

Board Member Buth: If we replace these, what will the DDA have gained if in 5-years the decks are in the same shape they are in today?

Board Member Slater: It's about removing a liability.

Board Member Luther: What if the DDA simply repairs what is there rather than replaces?

Mr. Seyferth: That could be an option, but we want to incentivize the property owners to sign the release.

Board Member Slater: Looking at the prices, I think this is rather reasonable and achieves the objective we're trying to reach.

Motion by Board Member Slater to approve the contract with Tom Hammond Construction for \$36,930 to reconstruct the decks in the north DDA parking lot. No support.

Chair Veldman noted there was no support for the motion and the motion died. Discussion continued.

Board Member Buth: What if we just did stairs into each of the businesses that currently have some type of deck/ramp? Why is there a need for ramp entrances on the back of these buildings when each is accessible from Main Street?

Mr. Seyferth: It's not clear why ramps were originally installed.

Board Members Buth, Dykstra and Luther all expressed options that they would like to see the project scaled back in a more uniform way that had steps going to each entrance rather than some with just steps and some with steps and ramps.

Mr. Seyferth noted it was the board's prerogative to proceed how it saw best. But that the current plan had already been engineered and that we would most likely have to update those plans.

Board Member Slater noted that that additional costs could make it a wash on something more scaled back.

There was consensus on the board that staff get another updated quote to just have steps to each entrance.

Staff noted they would circle back at the April or May meeting with an updated option per the discussion of the board.

#### **DDA Information Packet**

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

#### **Citizen's Input and Suggestions**

None

#### **Director's Comments/Report**

Director Wildeboer provided a recap of the Story Walk and Ice Sculptures from late February. It was pointed out that 167 people voted for the winning window display. She also discussed feedback she received from businesses, community members and some guests she asked to stop by. Highlights:

- Loved the fireplace – would like to enjoy a beer by it.
- A cute coffee shop would be great downtown.
- Great feedback on Taskers.
- Things are being pulled together well in downtown.

Director Wildeboer is anticipating rolling out the Discover Coopersville branding/verbiage in June (this will include a new website for the Chamber (DDA will have some presents on that as well).

She also noted the Façade Grants Committee had met and approved grants and that she would be reaching out to the grant recipients by the end of the week.

#### **Board Member & Chair Veldman's Comments**

Board Member Kelly – Music on Main Committee is working to see what the event will look like this summer. More information coming soon.

Board Member Buth – Really likes the idea of bigger/more/better Christmas lights on Main Street. It's been done in other communities and it just looks great!

Ex-Officio Member Seyferth:

- Explained why he Blind Copies (BCCs) board members on board packet emails, it is a step to ensure there isn't a reply all and an unintentional conversation over email.
- NE Ottawa Co. Sheriff's Office Operations have been consolidated into Coopersville, so you'll be seeing more deputies in and out of the City.
- Now that the Chamber has agreed on the new office location, the DDA will be buying a new laptop for Rebecca which will be used for both the Chamber and DDA, as a reminder the Chamber will be paying for the office space on Main Street.

**Adjournment**

Motion by Board Member Fynewever with support from Board Member Noel to adjourn the meeting. Motion passed unanimously by roll call vote. Meeting adjourned at 6:33 P.M.

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Chairman Ron Veldman