

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

**January 9, 2024**

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

**Roll Call**

**Present:**

Board Member Orent	Board Member Datema
Board Member Luther	Board Member Cooper (Left at 5:30pm)
Board Member Gerard	Board Member VerBerkmoes
Board Member Noel	
Board Member DuPilka	
Chairman Veldman	
Director Dennis Luce	
Staff Terpstra	

**Absent:** Board Members Slater, Board Member Luther

Motion to excuse Board Member Slater by Board Member DuPilka with support from Board Member Cooper.  
Motion carried unanimously.

**Additions/Corrections to Agenda**

**Minutes**

Motion by Board Member Verberkmoes with support from Board Member Noel to approve the meeting minutes of December 12, 2023. Motion carries unanimously.

**Citizen Input and Suggestions**

None

**Public Hearings**

6. A DDA Budget Updates – Keribeth Rogers Presented the budget for this fiscal year up to November. She explained each item line and started with rental equipment because a board member had requested information about it. All equipment is owned by the city and every department in the city pays a rental fee for item use. Rental fees are established by the MDOT on a yearly basis. Board Member DuPilka asked if the MDOT required the city to do this and Keri responded yes. Keri stated that snow and full time employees use a lot more rental items. Chairman Veldman posed the question of how much do you pay in rent until we purchase our own equipment for things like the club car that Greg uses regularly. Board Member Noel asked where the unused refuse funds went because the board added in an overage percentage. Keri stated that the funds we built in for overages are used to pay for overages and this year we have high costs than last year. Staff Terpstra stated that this years costs so far are higher than last year’s total fiscal year. Board Member DuPilka questioned if we can see who did it and charge them. Staff Member Terpstra stated that the board voted last year that we would not be charging businesses the overage charges. Keri stated we can’t pinpoint exactly who did it. Board Member DuPilka asked if we could add a percentage to the refuse charges to cover the overages. Board Member Noel let him know we did that last year, it just wasn’t high enough to what is now being charged. Board Member DuPilka requested a list of high use items and their costs before the next meeting.

## **Petitions & Communications**

7. A. This item was given as discussion time after Keribeth, the City Treasurer, gave us an update on this year's budget and where our funds are spent. Director Luce explained that we should be looking at the future and what project we would like to see on the next fiscal year budget, or if we should save money for larger projects. He listed items that we will be looking at for this year and next will be sidewalk updates, the North Bank Trail and the Merlin Enclosure projects. Board Member DuPilka asked Keri, the City Treasurer to let the board know if there are budget changes for the next fiscal year for things like salaries. He also stated that he feels the Merlin Enclosure and Historical Museum should be on our radar as well as continuing with the North Bank Trail. Chairman Veldman questioned the fund balance at the bottom. Keri, the City Treasurer, stated that yes the fund balance currently shows the \$346,158.14 and wanted to clarify any funds the DDA did not use would be added to that fund. Board Member Noel stated that we do need to find a way to get more funds to cover the cost of projects and how do we build our fund. Director Luce stated council has approved the first phase of the Merlin Enclosure and will be working with the Historical Society to get the rest of the phase one funds and work towards phase two and hopes that the board considers putting funds into this project. Discussion on the Merlin project ensued, per the December packet information and the project. Board Member DuPilka asked the total price of the project. Director Luce stated \$300,000 to \$350,000.

7. B. This item was given as a discussion topic to follow the Informational Meeting presentation at the 5pm meeting before the regular scheduled meeting. Board Member DuPilka questioned the spark grant and asked to verify if that was for the trail. Staff Terpstra affirmed it was. Chairman Veldman asked what staff's opinion was on moving forward with the Michigan Main Street. Board Member Noel and Staff Terpstra both stated yes. Board Member Noel stated that the program has a lot to offer and has many ways that they can help us moving forward because they've worked in so many other communities. Staff Terpstra stated that we should continue working on the program because as the city grows the economy will grow and change and we need to be prepared to look at a long term stand point, especially with some of the large projects going on and coming up in the city. She stated that Michigan Main Street will help us keep our downtown area that we are proud of continue to exist and grow but maintain that downtown feeling we have. Director Luce stated that Cindy Laug is also working on a grant for the Merlin Enclosure and the Historical Museum as well that would provide future fundings.

7. C. During the December board meeting board members requested a review of the attendance policy for meetings and to see the current attendance status. Director Luce wanted to explain that board members do not have to excuse absences if they don't want to. Typically board members let staff or Director Luce know that they will not be able to attend and request to be excused. Director Luce stated the board should be aware of consecutive or regular absences before excusing. If a board member comes to the status that they are not meeting bylaws the final decision will be made by City Council if there should be a removal. Director Luce stated that if you are unable to attend regular meetings and be present you can always reevaluate your position and consider if someone around you may be a better fit. Board Member DuPilka asked if we could get a set standard of what meetings have to be attended each year and evaluate the other meetings, even if decisions were to be made over email by the board. Board Member Verberkmoes stated that we have to have so many meetings a year in order to keep our standing and asked staff to verify. Staff verified that we have to have the two informational meetings a year as well as keep the majority of our scheduled meetings.

## **DDA Information Packet**

Motion by Board Member Ver Berkmoes with support by Board Member Noel to receive and file the DDA Information Packet. Motion carried unanimously.

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

### **City Manager/DDA Director's Report**

- City Hall will be closed Monday, January 15, 2023.
- DDA Bathrooms downtown were damaged last week. The suspects were caught on video and working to get restitution from them.

- DPW removed the Christmas Tree from downtown last week.
- Celebrate Coopersville will be February 22<sup>nd</sup>, with a little different format this year.

**DDA Marketing & Economic Administrator Comments:**

- Looking for sponsors for Celebrate Coopersville and I have more information if your interested.

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**Board Member Comments are available from Staff Terpstra**

**Adjournment** Motion by Board Member Noel with support from Board Member Verberkmoes to adjourn the meeting. Motion passed unanimously. Meeting adjourned at 5:52pm.

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Chairman, Ron Veldman