

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

**March 8, 2022**

Board Chairman Veldman called the meeting to order at 5:14 P.M.

**Roll Call**

**Present:**

Board Member Dykstra	Board Member Slater
Board Member Karasinski	Board Member Kelly
Board Member Luther	Board Member Grossenbacher
Board Member Du Pilka	Board Member Gerard
Chairman Veldman	DDA Marketing & Economic Administrator Kate Terpstra
City Manager/DDA Director Dennis Luce	

**Absent:** Board Member Buth, Board Member Noel, Board Member Ver Berkmoes

Motion by Board Member Dykstra with support by Board Member Luther to excuse the absence of Board Member Noel and Board Member Buth and Board Member Ver Berkmoes. Motion carried unanimously.

**Additions/Corrections to Agenda**

Added 7.B. Garbage Costs to Petitions and Communications

**Minutes**

Motion by Board Member Slater with support from Board Member Dykstra to approve the meeting minutes of February 8,2022 as written and presented. Motion carried unanimously.

**Citizen Input and Suggestions**

Justin Willison wanted to make the committee aware he contacted L & L Printing to find out if Postcards went out for the previous round of façade grants. L & L Printing told him they were not picked up from them to mail out until after the Façade Grant Application window was closed. He would like to make sure postcards go out and businesses are given enough time to apply this time.

**Public Hearings**

None

**Petitions & Communications**

7.A. – DDA Board was made aware by staff that there has not been a signed contract with Republic Waste since 2017. Board Member Slater was flabbergasted there was no contract because this had been discussed multiple times in the past. Staff let the committee know they spoke with Republic Waste and neither had a copy of a contract, but a new contract was created to last until the 2024-2025 year. Board Member DuPilka motioned to approve and sign the contract with support from Board Member Slater. Motion was carried unanimously.

7.B. – DDA Board was asked to review the number of units being charge to each business per the Republic Waste Refuse Contract and Spreadsheet. Board Member DuPilka motioned to approve the units and spread sheet as is, Board Member Kelly supported the motion. Motion carried unanimously.

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7.C – DDA Board was presented with a rough draft of a façade grant application to be reviewed and changes made by the façade grant subcommittee. Staff recommended having a subcommittee of 3-5 members. Board Member Buth and Board Member Ver Berkmoes expressed interest in being on this committee to staff to share in their absence. Staff and Chairman recommends the committee meets in the next couple of weeks to get the process started and have a grant application ready for the April meeting for the Board to approve. Board Member Slater questioned where the point system scale was on the rough draft application. Staff suggested that the point scale can skew the numbers per business based on what surrounding DDA Board have found on their façade grant, it was recommended the sub committee choose guidelines to follow and narrow the options then brings it to the full board for final decision. Several board members had questions on the attached façade grant application, staff noted this was just a rough draft pulled together for the sub committee to start with. This draft was created using several other Michigan City DDAs Façade Grant Applications as a background for our own. Board Member Gerard stated that he was not comfortable with a board member being on the subcommittee if they were going to be applying for a façade grant for their building. Board Member Luther suggests a caveat to revisit this after the first year. Chairman Veldman suggests that those interested in applying for a grant step back from the subcommittee. Chairman Slater suggest abstaining from joining the subcommittee if you have any projects you plan to work on or apply for.

Pending they will not be applying for a grant, Board Members Kelly, Buth, Ver Berkmoes, Karasinki and Grossenbacher have submitted to be on the subcommittee. Board Member Dykstra motioned to approve the Façade Grant Subcommittee members pending they will not be applying for the grant, Board Member Gerard supported the motion. Motion carried unanimously.

**DDA Information Packet**

Motion by Board Member Grossenbacher with support by Board Member Du Pilka to receive and file the DDA Information Packet. Motion carried unanimously.

**Citizen’s Input and Suggestions**

Duane Young would like to make the board and members aware of a meeting at the Coopersville Farm Museum on Wednesday March 9 at 6:30pm to discuss Memorial Day activities.

**City Manager/DDA Director’s Report**

**City Manager/DDA Director Dennis Luce reported on the following items:**

- Working on the budget process for next year and is recommending not to have any large projects on the budget schedule and keep it conservative to work to rebuild our budget.
- Recommends we review and find other places to find funding other than just the tax capture.

**DDA Marketing & Economic Administrator Comments:**

- We had a Consumers Energy Grant with a very short time line window become available that we are working on putting information together for. Should be able to update more on the project and information requested for the grant next meeting.
- Attached to the packet is a Community Development worksheet, please fill out and submit by March 30.

**Board Member & Chairman Veldman’s Comments**

**Board Member Slater**

- Build up our fund balance, by looking at what is captured by the city and the percentages. There should have been at least some cost of living increase over time. Board Member Du Pilka suggest have the city review the capture rate.

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**Board Member Grossenbacher:**

- Given inflation we need to pause building projects for this year. He agrees to review the tax capture on a more regular basis.

**Board Member DuPilka:**

- Philosophy of the DDA when it started was to not operate outside of what was captured.

**Adjournment**

Motion by Board Member Kelly with support from Board Member Grossenbacher to adjourn the meeting. Motion passed unanimously. Meeting adjourned at 5:52 P.M.

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Chairman, Ron Veldman