



MINUTES

Downtown Development Authority Meeting Thursday, March 8, 2018 7:30 a.m. Village Hall – EOC Room

I. Call to Order

Chairman **Draeger** called the meeting to order at 7:30 a.m.

II. Roll Call:

Present: Draeger (Chair), Dixon, Dull, G. Hanks, Moore, Willison, and M. Hanks (Council Liaison).

Staff Present: Chris Burns (Village Manager), Maryann Fonkert (Deputy Clerk)

Absent: Blake, Heins & LaBelle

III. Approval of Minutes (2/8/2018)

Motion by **Moore**, second from **M. Hanks**, to approve the Minutes of the February 8, 2018 regular meeting. All in favor, motion carried.

Yes: 7 No: 0

IV. Approval of the Agenda

Motion by **Moore** second from **Dixon**, to approve the Agenda as presented. All in favor, motion carried.

Yes: 7 No: 0

V. Financial Reports – Hinga reviewed the finance report with the Board.

Motion by **M. Hanks**, second from **Moore**, to approve the Finance Report. All in favor, motion carried.

Yes: 7 No: 0

VI. Business

A. Village Adventure Update – **M. Hanks** reported that the registration form for the Village Adventure had been emailed to 153 addresses. **Hanks** shared that the

cones and sandwich board sign inserts were in and that by the time the DDA met again the website would be up. **Hanks** said there would also be an ad in the Tribune and a banner ad in the Chamber email blast. **Hanks** said that as sponsors at the Chamber's Early Bird Breakfast, **Burns** and **Dixon** gave the first public kickoff announcement.

- B. Façade Grant Guidelines** – **Draeger** said that he felt the new draft did a better job of specifically stating that they were not looking for delayed maintenance, but he had a tough time figuring out how much or how little they would want to help. **Burns** said that they would just do the best they could because they would never be able to cover every situation. **Burns** said that these guidelines could always be amended. The **Board** discussed raising the dollar amount of grants awarded. **Moore** asked if they could review the guidelines in 6 months. The **Board** agreed this was a good idea.

Motion by **Dixon**, second from **M. Hanks**, to approve the Façade Grant Guidelines. All in favor, motion approved.

Yes: 7

No: 0

- C. Intern** – **Burns** explained that the Village and the Township have had conversations regarding sharing a staff member, since both were looking for someone part time, and hoped to get better applicants with a full-time position. **Burns** said that after looking at the job description, and what that might entail, it looked like 75% of that person's 20 hours would be spent on DDA and the other 25% would come out of the general fund. **Burns** explained that this would lighten the load for **M. Hanks** and **M. Dixon** on future Village Adventures and other projects and events that they hoped to do. The **Board** agreed they would like to have someone hired to help promote the DDA.
- D. Ottawa County Reporting** – Tax Year 2016 and Tax Year 2017 – **Burns** explained that the taxing jurisdictions that the DDA capture from have an opportunity, on occasions, to opt out and not allow the DDA to capture that money. **Burns** said that when the Village expanded the DDA district 2 years ago, adding several residential areas, they had to go through the process of asking each taxing jurisdiction if the Village could capture their money, and at that time, the library said no and Ottawa County was not sure. **Burns** explained that the reason Ottawa County was on the fence was because some municipalities had spent funds that were not a wise use of the tax capture. **Burns** said, in order to assure the County, the Village signed an agreement to report back to the them every year on how the Village spent their money. **Hinga** explained how the rest of the money for this fiscal year would be spent and that included the railing on the boardwalk at Old Boy's, repairs to the band shell at Mill Point Park, repairs to the clock tower wall and engineering for Exchange Street.

Motion by **M. Hanks**, second by **Willison**, to approve Budget Amendments to repurpose money for additional Capital Projects.

Yes: 7 No: 0

- E.** 2018/2019 Proposed Budget - **Hinga** went through the proposed budget adjustments with the **Board**. The **Board** discussed these adjustments.

Motion by **Dixon**, second from **M. Hanks**, to approve the Proposed Budget Adjustments. All in favor, motion carried.

Yes: 7 No: 0

- F.** Miscellaneous Updates – **Burns** reported that the Spring Lake Rotary would be giving the Village a grant to have new Arbor Day banners made from drawings done eighth grade Girl Scouts. **Burns** said that she hoped the banners would be done in time for Arbor Day and the tree planting. **Burns** shared that Rotary would also be taking over the duty of placing of the flags along M-104 for Memorial Day, Flag Day, Independence Day and Labor Day. **Burns** shared that Darcy Dye would be transplanting all the native plants by Braak’s Bakery to the corner at Seven Steps Up. **Burns** also reported that the traffic study at Jackson and Exchange recommended extending the length of the light at Jackson and M-104 during heavy traffic times. **Burns** gave an update on the VanKampen property purchases.

VII. Adjournment:

There being no further business the meeting adjourned at 8:41 a.m.

Lou Draeger, Chairman

Maryann Fonkert, Deputy Clerk