



MINUTES

Downtown Development Authority Meeting Thursday, July 12, 2018 7:30 a.m. Village Hall – EOC Room

I. Call to Order

Chairman **Draeger** called the meeting to order at 7:34 a.m.

II. Roll Call:

Present: Draeger (Chair), Heins (Vice Chair), Blake, G. Hanks, LaBelle, Moore, Willison, and M. Hanks (Council Liaison) (7:42).

Staff Present: Chris Burns (Village Manager), Maryann Fonkert (Deputy Clerk) and Angela Stanford-Butler (DDA Director).

Absent: Dixon and Dull

III. Approval of Minutes (6/14/2018)

Motion by **Heins**, second from **Willison**, to approve the Minutes of the June 14, 2018 regular meeting. All in favor, motion carried.

Yes: 8 No: 0

IV. Approval of the Agenda

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

Yes: 8 No: 0

- V. Financial Reports – Burns** explained that this was the year-end and included the last of the equipment rental and payroll from the end of June, and if any other invoices come in, Hinga will do a journal entry and back date them to the 17/18 fiscal year. **Draeger** asked if the DDA was being charged for sidewalk maintenance anywhere other than downtown area. **Burns** said just the downtown. **Dull** asked what the \$2,500 for website was for. **Burns** said that was a carryover from last year for updates that could not be done in-house.

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

Yes: 8 No: 0

VI. Business

- A.** Bike Week Update – **Stanford-Butler** updated the Board on preparations for Bike Week and shared information on the bike give-a-ways, bike parade, bike rodeo, family picnic, basketball basic's training, Lakeshore Pickleball Club, several food trucks, human foosball, helmet fittings, free helmets, Harbor Transit giving instructions on how to putt a bike on the trolley, water bottle filling station, stormwater demonstration, many giveaways and events each day/night throughout the week.
- B.** Holiday Decorations Report – **Stanford-Butler** shared that she had been in contact with Hometown Decorators regarding changing a few of the decorations from one to two poinsettias' but found out changes would have had to have been requested by February, so any changes would have to wait until January 2019. **Burns** reported that that this would be the third year for the holiday banners and, due to wear and tear, would probably need to be replaced for 2019 so if the Board would like to, they could redesign the banners and choose different decorations. **Burns** said that, copying Weis Chiropractic's idea, small flags had been purchased to add to the flower pots along Savidge for the five holiday's that Rotary puts the large flags out. **Stanford-Butler** said she was looking into what could be done to beef up the Holiday Decorating contest to get more businesses involved.
- C.** Future Events – **Burns** said they were thinking of some specials for veterans on Veterans Day and looking to partner with Ferrysburg for city/village wide garage sales.
- D.** Miscellaneous – **Burns** shared that work on the Van Kampen projects were very busy behind the scenes. **Dull** and **Heins** reported that Van Kampen was doing a lot of research on the history of Spring Lake to keep her projects true to the Village.

LaBelle said she would like twinkle lights to be considered all year to draw people's attention and interest. The **Board** discussed twinkle lights and agreed they also liked the idea.

Draeger asked if the DDA would have any concerns if the Rental Ordinance changed to allow short-term rentals. **Burns** said that Council was considering an amendment to the Rental Ordinance, so the attorney was working on the language and the first draft should be available at the September Work Session for discussion.

VII. Adjournment:

There being no further business, the meeting adjourned at 8:34 a.m.

Lou Draeger, Chairman

Maryann Fonkert, Deputy Clerk