



MINUTES

Downtown Development Authority Meeting Thursday, August 9, 2018 7:30 a.m. Village Hall – EOC Room

I. Call to Order

Chairman **Draeger** called the meeting to order at 7:43 a.m.

II. Roll Call:

Present: Draeger (Chair), Heins (Vice Chair), Blake, Dixon, Willison, and M. Hanks (Council Liaison).

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

Absent: Dull, G. Hanks, LaBelle, Moore and Stanford-Butler

III. Approval of Minutes (7/12/2018)

Motion by **Heins**, second from **Blake**, to approve the Minutes of the July 12, 2018 regular meeting. All in favor, motion carried.

Yes: 6 No: 0

IV. Approval of the Agenda

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

Yes: 6 No: 0

- V. Financial Reports – Burns** shared that they were only a month into the fiscal year and everything was looking fine. **Draeger** asked when sidewalk maintenance was done. **Burns** said that sidewalk maintenance was done throughout the year. **Draeger** asked if the Exchange Street work and Mill Point parking lot were the bulk of the professional services that had been budgeted for. **Burns** said that it was and also for the lighting project.

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

Yes: 6 No: 0

VI. Business

- A. Lakeside Trail Lighting – Burns** shared that the poles and fixtures would be delivered on August 20th, but because the project would take several weeks and require trail closures, she had asked that the project not start until the 27th, after Bike Week events.

B. Light Pole Painting Estimate Summary – **Burns** reported that she had received pricing from 3 companies, Gordon Painting, who had done work at Barber School and was not very detail oriented, VanDerKolk & Kooi, who she was not familiar with, and Dave Cole Decorators. **Burns** said that although she had not worked with Dave Cole Decorators personally, they had been the best as far as obtaining quotes, timeliness and thoroughness, and they were well known in West Michigan. **Burns** said due to the cost of the project, the poles would be painted in phases. **Draeger** said that the poles being painted in phases gave the Village the opportunity to make sure the work was satisfactory before moving on to the next phase. **Willison** said that the only advantage to paying more for one versus another, since their proposals all said about the same, was if they knew one of them was quality. **Burns** said she would recommend Dave Cole because they had done work from Grand Rapids to the Lakeshore and all along the Lakeshore communities.

Motion by **M. Hanks**, second from **Heins**, to recommend the bid from Dave Cole Decorators for an amount not to exceed \$6,000. All in favor, motion carried.

Yes: 6 No: 0

C. Bike Week Update – **Dixon** played one of three radio commercials that M. Hanks had recorded for WGHN and reported that everything was in line and there was a lot of excitement from businesses. **Burns** shared that Angela was working a lot more than her 20 hours a week getting ready and that the feedback had all been positive towards Bike Week. **Willison** said they had put together everything that they could ahead of time and thought they were ready for their event.

D. Downtown Redevelopment Update – **Burns** shared that she had attended 1 meeting with Van Kampen and 3 more meetings were scheduled for the next few days. **Burns** said the website for Epicurean Village was supposed to go live that day and hopefully that would answer a lot of questions for people. **Burns** said that Van Kampen had been doing a lot of work behind the scenes with Progressive AE and other members of her team and would be presenting her plan to the Planning Commission in September for special use permits for residential use above the commercial use and for balconies. **Burns** said this was considered phase 1 of the project.

E. Miscellaneous – **Burns** reported that the boardwalk railing and repairs were complete.

VII. Adjournment:

There being no further business, the meeting adjourned at 8:40 a.m.

Lou Draeger, Chairman

Maryann Fonkert, Deputy Clerk