



MINUTES

DDA Meeting
Thursday, September 10, 2019
7:30 a.m. Village Hall – EOC Room

I. Call to Order

Chairman **Heins** called the meeting to order at 7:33 a.m.

II. Roll Call:

Present: Chairman Heins, Brown, Callen, Dixon (7:36), Dull, G. Hanks, Van Leeuwen-Vega, Willison and M. Hanks (Council Liaison).

Absent: Moore

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

III. Approval of Minutes: 8/8/2019 Regular meeting.

Motion by **M. Hanks**, second from **Willison**, to approve the minutes of the August 8, 2019 Regular meeting. All in favor, motion carried.

Yes: 8 No: 0

IV. Approval of the Agenda

Motion by **Van Leeuwen-Vega**, second from **M. Hanks**, to approve the agenda as presented. All in favor, motion carried.

Yes: 8 No: 0

V. Financial Report – Burns shared the financial report with the Board. **Dull** asked where they were with the LED light exchange. **Burns** said those were finished and invoices paid but there were a couple poles that still needed painting.

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

Yes: 9 No: 0

VI. Business

A. Introduce Wally Delamater, DPW Director – Snow Removal Question - Stanford-Butler introduced Wally Delamater to the Board. **Delamater** shared that the Spring Lake Township and Village DPW's had merged giving him a team of 13 full time employees which would be very helpful for snow plowing this winter. **Delamater** said that in the past, if the guys plowed through the night, there was no staff available for anything during the day, so this way, if it snowed during the day, he had staff to cover

that too and anything else that needed to be done. **Delamater** asked the Board to let him know if they had any concerns of specific needs regarding snow plowing or removal in their business area.

B. Mass Gathering Protocol – Stanford-Butler shared the Draft Ordinance with the Board and asked them to let her know if they had any concerns with any language in the Ordinance. **M. Hanks** said they had gone through the process this past weekend with their event and it was a very smooth, easy process and will be very helpful for all events to run smoother and have all details covered. **Burns** explained that if an event was held completely on private property, this Ordinance would not apply.

C. RFPs for 109 W Jackson, Haight Building – Burns reported that there had been a fair amount of interest in the property, however, due to the cost of renovations only one RFP had been received. **Burns** said that the RFP was a good proposal, but they were waiting for the market analysis to come back from Progressive AE before closing on the sale. **Dull** asked if Council would consider an alternative proposal from the applicant because he and the applicant had another idea. **M. Hanks** said she thought Council would have an open mind regarding another proposal/plan B.

D. Updates

a. Issue Media Group – **Stanford-Butler** explained that Issue Media Group was a news organization that was working with non-profits and governmental units in Ottawa County by writing articles for their publication and the local media that might normally be overlooked.

b. Art in the Park – Grant Requests – **Stanford-Butler** invited the Board to the Art in the Park Mural Reveal and explained that the Youth Advisory Council \$2500 Grant request, if received, would be used to work with high school students to do a mini Art in the Park where the students would put mural concepts together to submit to a steering committee and a community engagement to help select the mural and then the student who's artwork was selected would be paid to paint it on a portion of the Seven Steps Up building curtesy of Gary and Michelle Hanks. **Stanford-Butler** said there was a grant request out for the Verplank sculpture and one for the North Bank Community Field of Interest for one more mural on the stanchions under the M-104 bridge, but that would have to wait until next spring.

c. Village Branding – **Stanford-Butler** reported that they had been meeting with their groups and they would get together next Tuesday for a second round of logo's and tag lines. **Dull** offered to show anyone that was interested the idea's after the meeting.

d. Downtown Design Manual – **Stanford-Butler** shared that Progressive AE had conducted interviews with stake holders and were very pleased with them so the next step would be to discuss the analytics of the interviews. **Stanford-Butler** said they were also working with the Chesapeake Group who would be gathering information from a survey for a market analysis to be used for the Downtown Design manual and branding.

E. Miscellaneous – Burns reported that an agreement for a mural on the north side of Barrett's Boat Works had been finalized in exchange for an additional year of Commercial Facilities Exemption that the DDA had approved and that **Stanford-Butler** was working on connecting them with artists. **Burns** shared that the Lilley Mansion was hoping to be ready for guests in April of 2020 and to hold a huge grand opening on the 4th of July.

Dull reported that he had heard Fuel was going to start opening for lunch on Wednesday, Thursday, Friday and Saturday and brunch on Sunday starting in the middle of October.

VII. Adjournment

Motion by **G. Hanks**, second from **Callen**, the meeting adjourned at 8:12 a.m. All in favor, motion carried.

Yes: 9 No: 0

Doug Heins, Chair

Maryann Fonkert, Deputy Clerk