



MINUTES

DDA Meeting

Tuesday, April 14, 2020
7:30 A.M. VIA GoToMeeting
Dial-in number: (646) 749-3112
Access code: 261-262-837
Spring Lake, Michigan

I. Call to Order

Chairman **Heins** called the meeting to order at 7:32 a.m.

II. Roll Call:

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

Absent: Dixon and Dull

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

III. Approval of Minutes: 2/11/2020 Regular meeting.

Motion by **Callen**, second from **Brown**, to approve the minutes of the February 11, 2020 Regular meeting. All in favor, motion carried.

Yes: 8 No: 0

IV. Approval of the Agenda

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

Yes: 8 No: 0

V. Financial Reports & Proposed Preliminary 2020-2021 Budget Review – Burns

explained that Council was working under the assumption that there would be a pretty significant drop in revenue sharing for the Village's General Fund which would present a few challenges for expenditures that technically could fall into the DDA's purview. **Burns** shared 3 specific projects located in the DDA and asked the Board their thoughts on participating in the costs of putting a port-a-potty at Whistle Stop, replacing the generator at Barber School, which served as a warming/cooling center during the event of a power outage or extreme heat, and some much needed repairs at Mill Point Park restrooms. Chairman **Heins** said he thought they all made sense and asked who would be in charge of the generator replacement. **Burns** said that because it was a \$12,000 expenditure, the DPW would be in charge of getting bids. **Callen** said that Mill Point Park would probably be out at least 2 or 3 years before they could do any repairs there and asked if building a small restroom for Whistle Stop, similar to what Ferrysburg had done at a couple of their parks, had been considered. **Burns** said they had not considered that because the cost of construction for a restroom could be up around \$50,000 or more and then there would

be ongoing maintenance. **Stanford-Butler** asked if anyone had any questions or concerns on the proposed budget. **Callen** asked about the \$150,000 noted for the sale of the old Township Hall property. **Burns** said that was just a placeholder until they received bids. The **Board** agreed that repairs at Mill Point Park needed to wait until the high-water levels receded.

Motion by **Willison**, second from **Van Leeuwen-Vega**, to approve the DDA expenditures of a port-a-potty at Whistle Stop, a generator for Barber School and putting on hold any Mill Point Park repairs. All in favor, motion carried.

Yes: 8 No: 0

VI. Business

A. SBA Loans for Small Businesses – Stanford-Butler shared that she had been speaking with other DDA Directors and sharing information them that could be passed on to businesses for financial support during the Executive Order. Chairman **Heins** said the Chamber had been doing a good job of that too.

B. 109 Jackson Property Swap Site Plan – Burns explained that this swap was something that had been talked about long before Brandon **Brown** purchased 109 Jackson, but now, after comparing the cost of renovations verses building new, that conversation had been resurrected. **Burns** shared 2 different site plan ideas with the Board to get their thoughts that she would share with Council. The **Board** discussed the site plans and parking options and agreed they were not opposed to a swap. **Burns** said there were still a lot of details that needed to be discussed and worked out.

C. Downtown Design Manual – Burns asked the Board their thoughts on the Draft Design Manual so far. Chairman **Heins** said he thought it was nice and asked who had created it. **Stanford-Butler** explained that Progressive AE along with a Steering Committee and she had been proofing it. Due to a glitch, **Willison** and **Moore** had not received the whole document so **Stanford-Butler** was going to resend for their review.

D. Miscellaneous –

- **Village Adventure - Stanford-Butler** suggested holding a one evening only Village Adventure business crawl later in the year to get people back into the stores since all mass gatherings were canceled through June. **Heins** asked if tours of the new construction/developments could be included. **Stanford-Butler** said that was a good idea but it would depend on timing, and added that they were still working on the getting a student artist for the mural on Seven Steps Up and that might be something that could be included to the crawl. The **Board** discussed holding a one day only event.

Motion by **M. Hanks**, second from **Van Leeuwen-Vega**, to cancel the multiple day Bike Week/Village Adventure and discuss a one day only Adventure for a later date at upcoming meetings. All in favor, motion carried.

Yes: 8 No: 0

- **Tanglefoot Park Grant Request - Stanford-Butler** reported that the Grant had been submitted so now she wanted to start working on the DDA website to share what businesses were open and what they were capable of.
- **Branding – Van Leeuwen-Vega** asked if there was still a plan for the grand openings and rolling out the new brand. **Burns** said that it totally depended on the Executive Order and how comfortable people would be in large gatherings. The **Board** discussed a couple ideas to roll out the new brand.

VII. Board Member Comment – Chairman **Heins** asked if anything was going on with the Post Office building. **Burns** said that she had not heard anything regarding changes from building owner Chris Peel.

VIII. Public Comment – There were no public comments

IX. Adjournment

Motion by **Callen**, second from **Van Leeuwen-Vega**, the meeting adjourned at 8:18 a.m. All in favor, motion carried.

Yes: 8 No: 0

Doug Heins, Chair

Maryann Fonkert, Deputy Clerk