

MINUTES

Central Business District Development Authority (CBDDA)

Thursday, November 13, 2014

7:30 a.m. Village Hall - Upstairs Conference Room

I. Call to Order

Meeting called to order at 7:30 a.m.

II. Roll Call:

Present: Ashcraft, Chair, Constantine, Hanks, Heins, Nauta, Venhuizen

Staff Present: Village Manager Burns, Deputy Clerk Fonkert,

Absent: Dean, Draeger, & Moore.

III. Approval of Minutes:

Motion by **Heins**, second from **Venhuizen**, to approve the Minutes of the September 11, 2014 regular meeting. All in favor, motion carried

Yes: 6 No: 0

IV. Approval of the Agenda:

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

Yes: 6 No: 0

V. Business

A. New Business Update

Manager Burns updated the Board on building sales and possible new businesses. Burns reported that there was a pending sale for the old Phoenix Café and a possible buyer for the 301 W. Savidge St.

B. Leasing of Space at Village Hall

Manager Burns explained to the Board that the Village and the Township were looking at sharing unused and underutilized office space that the Village Hall had. **Burns** said that the large size of the building, reduction in staff size and Ottawa County taking over Police operations has left several square feet of empty office space. **Burns** gave the Board a tour of the building and explained that there were still many details to work out, including rental rate, amount of square footage and where that space would be located.

C. Public Parking

Burns reported that, with the potential new businesses opening in the near future, there would be more parking shortage issues. The Board discussed the possibility of creating parking where the Township Hall was now located if the new Fire Station was approved and the Township office staff moved to Village Hall.

D. Consideration of By-Laws

Burns gave the Board the proposed By-Laws to review. **Burns** suggested that they allow 2 of the Board Members to have no interest in the property in the Downtown District. **Burns** also said this would also be the time to change meeting time and/or number of meetings per year. The **Board** agreed they would meet every other month.

E. Renewing TIF District

The Board discussed renewing the TIF District, which will be due for renewal on December 31, 2015. The Board is waiting for direction from the Village Attorney on that process before they proceed.

F. Board Vacancies

The Board discussed possible vacancies and potential new business owners that might have an interest in serving on the CBDDA Board.

G. Miscellaneous Updates

Constantine announced that she had sold her business as of September 1st, 2014, but remained owner of the building.

The Board talked about the new businesses and property sales in the Downtown and that, if all went as planned, there would only be one empty store front left.

VI. Next Meeting: Thursday, January 8, 2015

VII. Adjournment: There being no further business, meeting adjourned at 8:25 a.m.

Maryann Fonkert, Deputy Clerk