

MINUTES

Central Business District Development Authority (CBDDA)

Thursday, May 14, 2015

7:30 a.m. Village Hall - EOC Room

I. Call to Order

Meeting called to order at 7:35 a.m.

II. Roll Call:

Present: Draeger (Chairperson), Dean, Dull, Heins, Nauta and Venhuizen

Staff Present: Village Manager Burns, Finance Director Marv Hinga, Assessor Heather Singleton, Zoning Administrator Lukas Hill and Attorney Bob Sullivan.

Absent: Constantine, Hanks, Moore

III. Approval of Minutes (03/12/15)

Motion by **Heins**, seconded by **Venhuizen**, to approve the Minutes of the March 12, 2015 regular meeting. All in favor, motion carried.

Yes: 6 No: 0

IV. Approval of the Agenda:

Motion by **Heins**, seconded by **Nauta**, to approve the Agenda as presented. All in favor, motion carried.

Yes: 6 No: 0

V. Business

A. Development Area Citizens Council (DACC)

Burns reported that there are still several vacancies on the DACC, but due to time constraints, the DACC needs to start meeting ASAP. They do have a majority of members appointed. Several DDA members volunteered names for potential candidates. **Burns** agreed to reach out to the proposed members.

Sullivan reported that in order to maintain the timeline to re-establish the DDA before it expires at the end of the year, it would likely be necessary to

meet monthly in order to accomplish everything that is necessary. It would be catastrophic to allow it to lapse.

Burns gave a brief explanation of how the TIF district works so that the newer members have a better understanding how monies are captured and used within the boundaries of the district.

Sullivan also gave a brief explanation of what the roll of the DACC is and how the DDA will move forward.

Singleton reported that the old map showing the district boundaries is not good. Ottawa County GIS is currently mapping all of the parcels in order to determine the exact boundaries and provide a better map. The DACC and subsequently the DDA will need to contemplate whether or not to change the boundaries while they are considering the projects and scope of the DDA.

B. 2015 Meeting Dates

The board discussed meeting monthly and decided that it is important to get through this process in a timely manner. The next meeting is scheduled for June 11th. The DACC will meet on June 2nd at 7:00 p.m. at Village Hall. The agenda for the DACC meeting will be sent to the DDA board and the results of that meeting will be reported at the June DDA meeting.

C. Spring Lake Township Memorandum of Agreement

Burns reported that the Village and the Township have both approved language in a Memorandum of Agreement that outlines the Village's intent to purchase the Spring Lake Township Hall at the corner of Buchanan and Exchange. The intent is to use DDA funds to purchase the property in order for the property to be converted to additional parking, a permanent home for the Farmer's Market, an artisan market and possibly a Winsor McCay Memorial Park.

D. 2015/2016 Budget (Marv Hinga)

Hinga presented the board with the proposed budget for 2015/2016. The proposed DDA budget assumes that the DACC and DDA will approve certain projects and language changes to plan. If the changes are not approved by December 31, 2015, the budget will need to be amended accordingly. Board members asked for clarification on a number of items.

Motion by **Heins**, seconded by **Nauta**, to recommend (to Village Council) approval of the budget, as presented. All in favor, motion carried.

Yes: 6 No: 0

E. Communications/Miscellaneous Updates

Burns updated the Board reporting that Derks is now open (new restaurant) in the former Fish X2 building.

VI. Next Meeting: Thursday, June 11, 2015

VII. Adjournment: There being no further business, the meeting adjourned at 8:36 a.m.

Louis Draeger, Chairperson

Christine Burns, Village Manager