CITY OF COOPERSVILLE

REGULAR DOWNTOWN DEVELOPMENT AUTHORITY MEETING

**Held Virtually via GoToMeeting in compliance with State of Michigan COVID-19 orders**

Coopersville City Hall; 289 Danforth Street, Coopersville, Michigan

December 8, 2020

Board Chair Veldman called the meeting to order at 5:15 P.M.

**Roll Call**

Present:

Board Member Kelly Board Member Grossenbacher

Board Member Buth Board Member Slater

Board Member Noel Board Member Fynewever

Board Member Dykstra Chairman Veldman Ex-Officio Member Seyferth

Absent:

Board Members Du Pilka, Ver Berkmoes, Luther

Motion by Board Member Buth with second from Board Member Fynewever to excuse Board Member Ver Berkmoes, Motion passed unanimously by a roll call vote.

**Minutes**

Motion by Board Member Buth with Support from Board Member Fynewever to approve the meeting minutes of November 10, 2020 as amended. Motion passed unanimously by a roll call vote.

**Citizen Input and Suggestions**

None

**Petitions & Communications:**

**Director Status Update**

Board Member Slater gave an overview of the interview process. There were three candidates that were interviewed and the joint interview committee between the DDA and Coopersville Chamber of Commerce were unanimous in their recommendation that that the DDA and Chamber hire Rebecca Wildeboer. Board Member Slater also provided some comments from the interview committee noting that Rebecca was already looking for solutions to help us in Coopersville and that she’s been through a similar merger process in Sparta, so she knows how to navigate this process.

Board Member Buth asked about annual reviews and expectations. Ex-officio members Seyferth noted that expectations (job duties) would be noted in the agreement in broad terms and that the goals/objectives that the DDA board set earlier in the fall would be used as a guide too.

Board Member Slater also noted that the DDA and Chamber merger committee recommended that meetings happen between the boards once every 6 months to ensure things were not getting missed or overlooked, so this would help with that as well.

Motion by Board Member Kelly with support from Board Member Fynewever to extend Rebecca Wildeboer a conditional offer to be the Coopersville Chamber/DDA Director contingent upon negotiation of successful employment agreement. Motion passed unanimously by roll call vote.

**Pay Application 6 – Apex Construction, Walk Thru Park**

Board Member Kelly asked why payments were being made before everything was completed. Ex-officio Member Seyferth noted this was just a progress payment and that a 10 percent retainage is maintained to ensure all work is completed.

Board Member Buth asked when the downtown bathrooms would reopen. Staff indicated they would get an answer to that.

Motion by Board Member Buth with Support from Board Member Grossenbacher to approve Pay Application 6 from Apex Construction. Motion passed unanimously by roll call vote.

**Plan 2020 Update**

Ex-officio Member Seyferth went over the changes that were updated in the plan after the November DDA meeting and pointed out some of the tweaks that were made to the plan related to the purchase of property.

Board Member Buth asked about the DDA helping with the cost of construction related to a new City Hall if that were to happen. There was concern about the DDA helping to pay for a new City Hall if it were not adjacent to the historic downtown.

Staff noted that the plan specifically calls out the DDA would only participate in the funding of a new/redone City Hall if it remained in its current location or adjacent to the historic downtown.

Motion by Board Member Buth with support from Board Member Fynewever to recommend to the City Council that it formally approve the updated DDA plan. Motion passed unanimously by roll call vote.

**Façade Grant Review Committee**

Staff asked that the board appoint a review committee for the Façade Grant. It was noted the committee shouldn’t be made up of property owners who are applying for the grant and ideally board members who are not on Main Street or Mill Street (the areas where grants can be applied for).

Board Member Slater asked about some of the criteria and specifically about extra points being awarded to owner occupied buildings vs. rental buildings. Staff noted this is something that could be changed in the next round and that this was an evolving process that could be tweaked as needed with each round.

Board Members Kelly, Grossenbacher, and Fynewever volunteered for the committee.

Motion by Board Member Dykstra with Support from Board Member Slater to appoint the committee as presented. Motion passed unanimously by roll call vote.

**DDA Information Packet**

Motion by Board Member Buth with a Second from Board Member Dykstra to receive and file the DDA Information Packet. Motion carried unanimously by roll call vote.

**Citizen’s Input and Suggestions**

None

**Director’s Comments/Report**

Ex-officio member Seyferth gave an update on the following topics:

Walk Thru Park - work was progressing on the Walk Thru Park and that the pergola was put up a week later than anticipated because of shipping issues. The project is anticipated to be completed by the end of the year.

COVID Operations – The City and DDA have again changed operations slightly because of COVID restrictions from the state. City Hall is open by appointment only and other operations are augmented and shifted to avoid staff contact.

DDA Staff working outside of DDA: Part of this change in operations also included designating DDA Maintenance personnel (Greg) as critical staff and allowing them to work outside of the DDA as needed to help other departments. It was noted that if Greg works outside of the DDA he’ll be paid by budgets other than the DDA, so that saves the DDA money and grants the City some additional flexibility.

Deputy City Manager: The City’s new DCM, Alek Mizikar, starts on Monday, Dec. 14. DDA board will have limited interactions with him, but that they will see him around. We’ll have Alek introduce himself to the DDA board at their next meeting.

**Board Member & Chair Veldman’s Comments**

Board Member Buth thanked City/DDA staff for the Christmas décor in the downtown and noted that the tree and lights looked great, encouraged those who had not checked out the downtown at night to do so.

Board Member Dykstra also noted downtown looked great and thanked staff for the updates on Candy Cain Lane and for the City and Sheriff’s office working with the event to make it successful despite the large number of cars that came through.

**Adjournment**

Motion by Board Member Dykstra with support from Board Member Fynewever to adjourn the meeting. Motion passed unanimously. Meeting adjourned at 6:07 P.M.

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Chairman Ron Veldman