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 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

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Doug Heins, Chair         Maryann Fonkert, Deputy Clerk