

**Local Development Finance Authority (LDFA)
Meeting Minutes
Wednesday, March 23, 2011
4:00 – 5:00 PM
Fremont City Hall**

Call to Order

The meeting was called to order at 4:05 p.m. by Jean Palmerton.

Members Present:	Ryan Ergang Paul Mellema Jean Palmerton Brian Scarbrough Jon Sovinski	Fremont Public Schools Mellema Property Management LLC Coldwell Banker (chair) Lakeshore Signs (vice chair) Hi-Lites Graphics, Inc.
Members Absent:	Bing Hanson Stanley Nieboer	Fremont Public Schools Newaygo County Commissioner District #3
Staff Present:	Todd Blake Michele Ribant	Fremont Finance Director Neighborhood & Economic Development Director

Welcome

Jean Palmerton welcomed Paul Mellema, a new member, to the Local Development Finance Authority (LDFA).

Approval of Minutes

A motion was made by Brian Scarbrough, seconded by Ryan Ergang and carried to approve the minutes from the March 11, 2011 LDFA meeting.

Editor's Note: The LDFA meeting scheduled for February 23, 2011 was cancelled due to lack of a quorum.

Vote on Proposed FY 11/12 LDFA Operating Budget and Tax Capture Report

Todd Blake reviewed the proposed budget for the 2011/2012 fiscal year with the LDFA. Jean Palmerton asked if there were any activities that the LDFA members wanted to fund during the 2011/2012 fiscal year. The LDFA was provided with language from the LDFA Amended Development & Tax Increment Financing Plan that outlines its purpose and the activities that the LDFA may fund. The LDFA provided the following suggestions:

1. Include \$5,000.00 in the budget from fund balance to allow for an evergreen buffer/tree line along Green Avenue north of Locust Street
2. Include an extension of the Town & Country Path in the Industrial Park. It was suggested that the City contact Tamarac to learn of ideas they have in regard to the design of the Path

A motion was made by Jon Sovinski, seconded by Brian Ergang and carried to recommend to the Fremont City Council approval of the 2011/2012 LDFA Tax Capture report and the 2011/2012 LDFA Operating Budget as presented with the addition of \$5,000 to be taken from fund balance to cover the cost of evergreen trees to be installed along Green Avenue north of Locust Street.

Todd Blake departed from the meeting after the discussion on the LDFA budget.

Activities in the Fremont Industrial Park

The following updates were given with regard to activities within the Fremont Industrial Park:

- **Certifying Industrial Park:** The certification packet was sent to the Michigan Economic Development Association (MEDA) for approval. The MEDA informed the City that they will send an inspector to the Fremont Industrial Park for the required inspection in late spring.
- **Town & Country Path Trail head:** The trail head was erected in outlot C, and the kiosk that was requested by the LDFA was installed.
- **Signage for Trail that crosses Industrial Drive:** The City striped the portion of Industrial Drive where the Town & Country path is located. It was reported that stop signs will be erected on both sides of Industrial Drive where the bollards are located on the path. This will serve as a safety precaution for pedestrians/bike riders to alert them that it is their responsibility to stop before crossing Industrial Drive.
- **Kiosk:** A listing of businesses in the FIP with contact information was provided to the LDFA for review. This listing will be placed in the kiosk. The LDFA asked that Drum Drying, Dura Automotive Systems and Progressive Manufacturing be included on the listing as well as Hi-Lites Graphics.
- **Marketing Materials for Industrial Park:** A sample of the glossy folder that is proposed to house the marketing material was presented and the LDFA indicated that the folder looked nice. The LDFA did not have suggestions with regard to other materials that should be included in the folder. Michele Ribant indicated that quality copies of the marketing materials will be made for a professional look.
- **Website:** The materials that will be included in the FIP marketing information packet will be on the City's website, including a listing of all available properties, which includes pictures. It was reported that when the weather gets nice, new pictures will be included in the marketing materials.
- **Novi Energy:** Novi Energy will start construction of the Fremont Community Digester that is located on lots 19, 20 and 21 in the Industrial Park the first week in May. The digester should take nine (9) months to construct.

Update on the Fremont Industrial Park Covenants

It was reported that the Fremont Planning Commission is charged with reviewing any changes to the Fremont Industrial Park Covenants and that any changes to the Covenants may be recommended by the LDFA for review by the Planning Commission. The LDFA made the following recommendations for change to the FIP Covenants:

- Recommend that Section 20 be eliminated completely
- Recommend that Section 13 be amended to indicate that parkway trees should be at least 30 feet apart

- Recommend that evergreens be listed as a possible type of screening in side and rear yards.
- Recommend that electronic message boards allow not only time and temperature messages but that they also allow for business messages and that 30% of monument signs can be dedicated to the electronic message board.

Old Business

There was no old business.

New Business

There was no new business.

Next Meeting

The next meeting of the LDFA will be scheduled on an as-needed basis.

Adjournment

There being no further business of the LDFA, a motion was made by Ryan Ergang, seconded by Jon Sovinski and carried to adjourn the meeting at 5:25 p.m.