

**Meeting Minutes
Fremont Downtown Development Authority (DDA)**

**Wednesday, July 8, 2009
7:30 a.m. – 9:00 a.m.
Fremont City Hall
Council Chambers**

Call to Order

The meeting was called to order at 7:36 a.m. by chair Lon Vredeveld.

Members Present:	Lon Vredeveld	DDA Chair
	Marianne Boerigter	Executive Director, Newaygo County Council for the Arts
	Merle Ross	Downtown Business Owner
	James M. Rynberg	Fremont Mayor
	Randy Stacik	Chief Executive Officer, Gerber Memorial Health Services
	Bob Stehouwer	Downtown Business/Property Owner
	Ron Vliem	Executive Director, Fremont Area Chamber of Commerce
	Chris Youker	Downtown Business Owner
	Rob Zeldenrust	DDA District Business Manager
Members Absent:	Kim Deur	Downtown Business/Property Owner
	Gerry Rich	Downtown Property Owner
Others Present:	Bonnie Erber	DDA Marketing Subcommittee Member
Staff Present:	Bryan Gruesbeck	Fremont City Manager
	Michele Ribant	Fremont Neighborhood & Economic Development Director

Approval of DDA Minutes

Bonnie Erber informed the DDA that she attended the May 20, 2009 DDA meeting, yet the minutes do not reflect it.

A motion was made by Randy Stacik, seconded by Marianne Boerigter and carried to approve the minutes from the May 20, 2009 DDA meeting with the correction as noted above.

The minutes of the following DDA subcommittees were provided to the DDA for information:

- DDA Façade/Historic Preservation Subcommittee Minutes (June 29, 2009)
- DDA Public Art Subcommittee Minutes (June 11, 2009)
- DDA Public Art Subcommittee Minutes (June 30, 2009)

Consideration of Funding Requests – Façade Improvement Grant Program

9 W. Main Street

David Oosting Optometrist

Marianne Boerigter informed the DDA that David Oosting, owner of the building at 9 W. Main Street submitted an application for funding through the Fremont Façade Improvement Program as follows:

Work Performed: Front façade

- Clean and re-stain cedar shake overhang
- Paint front door (colors: Overhang – darkroom; door – high tea)

A motion was made by Merle Ross, seconded by Ron Vliem and carried to recommend to the Fremont City Council approval of the request for funding through the Fremont Façade Improvement Program in the amount of **\$225.00** for improvements to the front façade of the building located at 9 W. Main Street as detailed above.

35 W. Main Street

Liberty Jewelry

Marianne Boerigter informed the DDA that Gail Wise, owner of 35 W. Main Street, submitted an application for funding through the Fremont Façade Improvement Program as follows:

Work Performed: Rear façade

- Repair and replacement of railing on upper rear of building – replacing with vinyl white railing

A motion was made by Rob Zeldenrust, seconded by Bob Stehouwer, and carried to recommend to the Fremont City Council approval of the request for funding through the Fremont Façade Improvement Program in the amount of **\$1,700.00** for the repair and replacement of the railing on the upper rear of the building located at 35 W. Main Street.

52 & 56 W. Main Street

The White Insurance Agency

Marianne Boerigter informed the DDA that the owners of the White Agency submitted an application for funding through the Fremont Façade Improvement Program as follows:

Work Performed: Front façade

- Paint doors, windows and roof (Colors: Building – classic ivory; trim - kaffe)
Amount requested: \$1,075.00

Work Performed: Side (west) façade

- Paint doors, windows and roof (Colors: Building – classic ivory; trim – kaffe)

A motion was made by Merle Ross, seconded by Randy Stacik and carried to recommend to the Fremont City Council approval of the request for funding through the Fremont Façade

Improvement Program in the amount of **\$2,150.00** to paint (colors: classic ivory and kaffe) the front and west side facades of the building located at 52 & 56 W. Main Street.

**48 W. Main Street
Stariha Law Offices**

Marianne Boerigter informed the DDA that the owners of 48 W. Main Street submitted an application for funding through the Fremont Façade Improvement Program and that after the DDA Façade/Historic Preservation Subcommittee reviewed the application and discussed the project with the applicant, the following changes to the building are being proposed:

Work Performed: Front façade

- Paint all trim work (color: classical gold)
- Remove signs – look at brick below to decide on treatment; treatment to be approved by DDA Façade/Historic Preservation chair
- Install awnings (Fern Sunbrella Style #4771) (Must be in keeping with regulations in zoning ordinance)
- Clean & Tuck point brick

Work Performed: Rear façade

- Clean & tuck point brick
- Replace brick
- Paint trim (color: classical gold)
- Replace upper west window with door to match existing doors
- A new overhang was proposed at the DDA Façade/Historic Preservation Subcommittee meeting. Marianne Boerigter reported that in lieu of a balcony and the replacement of the upper west window and a new door as originally proposed, a new overhang is now being proposed. She indicated that the balcony would not have been covered by the façade program.

Work Performed: Side facade (east)

- Clean and tuck point brick
- Replace brick

Work Performed: Side façade (west)

- Tuck point open joints
- Clean brick

Ms. Boerigter indicated that some details on the front and rear façade need to be worked out with the applicant, but she said the cost of all the work should not exceed the requested amount of \$7,960.50 (rounded up to \$7,961.00). She said that she and Michele Ribant are meeting with Bob Stariha to work out details of the changes to the façades (treatment under the sign on the front facade, removal of vinyl siding on the storage shed and treatment under the vinyl on the rear facade, the overhang on the rear facade, etc.) to ensure these elements are in keeping with design and program guidelines.

A motion was made by Randy Stacik, seconded by Ron Vliem, and carried to recommend to the Fremont City Council approval of the request for funding through the Fremont Façade Improvement Program in the amount not to exceed **\$7,961.00** for work to be performed on all four facades of the building located at 48 W. Main Street and that the façade improvements

include the ones detailed above and that the requested changes to the improvements as also outlined above be fine-tuned, subject to final approval of the DDA Façade/Historic Preservation Subcommittee chair.

Update on Moose Lodge Façade Renovation

Marianne Boerigter informed the DDA that the cost of the artwork proposed by a local artist for the front two west windows on the front façade of the Moose Lodge was too expensive for the Moose Lodge and what the Moose Lodge was recommending in its place would not be in keeping with the Subcommittee's original intent. She said that the DDA Façade/Historic Preservation Subcommittee made a recommendation to them that the front façade of the Moose Lodge was acceptable in appearance without the artwork.

A motion was made by Merle Ross, seconded by Rob Zeldenrust, and carried to recommend to the Fremont City Council elimination of the condition attached to the approval of the Moose Lodge façade renovation project of having to incorporate artwork on the front west windows of the Moose Lodge building located at 15 W. Main Street.

Review of the Proposed DDA Revolving Loan Fund Program

Marianne Boerigter explained that the Fremont DDA Revolving Loan Fund Program is a loan program that could become available to downtown property owners if a grant request is awarded. She indicated that \$90,000.00 in stimulus money has been requested through USDA Rural Development to fund the Program and that we should know in July if the Program is funded. Ms. Boerigter explained that the Revolving Loan Fund Program is intended to augment the Fremont Façade Improvement Grant Program. It would allow a downtown property owner to request a 1% loan to help cover the costs of façade improvements that the façade improvement grant program did not cover. She indicated that the DDA Façade/Historic Preservation Subcommittee decided it would administer the DDA Revolving Loan Fund Program but that a local banker would have to be added to the Subcommittee. Marianne Boerigter said the entire Subcommittee would not have access to confidential information (e.g., credit report). It was explained that in the future the DDA could expand the revolving loan fund program to include funding for working capital, equipment, etc.

A motion was made by Ron Vliem, seconded by Bob Stehouwer and carried to recommend to the Fremont City Council approval of the Fremont DDA Revolving Loan Fund Program Guidelines, subject to funding availability.

Review of RFQ's – Tree/Landscaping Consultant

Michele Ribant reported that RFQs were sent to firms who have expertise that would enable them to create a Downtown Fremont Landscape Plan. She said the RFQ listed the following as what was needed as final products:

- a. Written analysis of the current conditions of the street trees and landscaping Downtown Fremont and proposed solutions to any issues that are identified.
- b. Identification of proposed language changes to Section 18 "Streets and Sidewalks" of the City Code to reflect current practices in landscaping in Downtown Fremont
- c. A Downtown Fremont Landscape Plan (includes street trees, new landscaping in crosswalks, new plantings in landscape islands and a plan for plantings in a possible boulevard).

The Subcommittee reviewed the qualifications of the following applicants who submitted qualifications:

Jon Mellema (Shoreline Landscape & Maintenance) \$2,850.00

Chris Markham (CLM Design) (rate not to exceed \$3,640.00)

After some discussion, a motion was made by Ron Vliem, seconded by Marianne Boerigter and carried to recommend to the Fremont City Council that Shoreline Landscape & Maintenance - Jon Mellema), based on qualifications and price, be selected to work with the City to create a downtown Fremont landscape plan.

Due to conflict of interests, Randy Stacik and Ron Vliem abstained from the vote.

Unfinished Business

There was no unfinished business.

New Business

There was no new business.

Next Meeting

The next meeting will be set up on an as-needed basis.

Adjournment

There being no other business of the DDA, the meeting adjourned at 8:32 a.m.