

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

**Wednesday, July 29, 2009
7:30 a.m. – 9:00 a.m.
Fremont City Hall
Council Chambers**

Call to Order

The meeting was called to order at 7:33 a.m. by chair Lon Vredeveld.

Members Present:	Lon Vredeveld	DDA Chair
	Marianne Boerigter	Executive Director, Newaygo County Council for the Arts
	Gerry Rich	Downtown Property Owner
	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
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

A motion was made by Rob Zeldenrust, seconded by Marianne Boerigter and carried to approve the minutes from the July 8, 2009 DDA meeting.

Consideration of Fremont Façade Funding Request – 48 W. Main Street (Stariha Law Offices)

Marianne Boerigter reminded the DDA that at their last meeting they recommended approval of façade improvements to all four facades of the building located at 48 W. Main Street. She said that the applicant was going to make some changes to the front and rear facades based upon the Façade/Historic Preservation Subcommittee's feedback and that she had been given the latitude to approve the revised plan, if appropriate. She indicated that the work to be performed on the front

and rear facades had changed substantially, so it was decided to bring the proposal forward again. It was mentioned that the side facades would be improved as was recommended for approval at the last meeting. The work to be performed and the amounts requested for the two side facades are as follows:

Work Performed: Side façade (east)

- Clean and tuck point brick
- Replace brick

Amount requested: \$745.00

Work Performed: Side façade (west)

- Tuck point open joints
- Clean brick

Amount requested: \$280.00

Ms. Boerigter explained that the proposal for the front and rear facades are now as follows:

Work Performed: Front Façade

- Paint all trim work (color: Hunter Green)
- Remove signs and clean brick
- Install awnings (Fern Sunbrella Style #4671)
- Clean & tuck point brick
- New steel or wood door with oval glass

Amount requested: \$2,565.00

Work Performed: Rear Façade

- Clean & tuck point brick
- Replace old brick
- Paint trim on door & window (color: Hunter Green)
- Remove existing canopy and stairway
- Add new canopy over windows on second floor
- Remove shed & exterior lighting fixtures
- Move air conditioner to ground level and screen

Amount requested: \$3,586.25

Old Total Amount Requested: \$7,960.50

New Total Amount Requested: \$7,172.50

Marianne Boerigter went on to say that she received word that there was not brick underneath the signs on the front façade as was originally thought; there were windows. She went on to say that a determination must be made as to how the front façade should be improved based on this finding.

A motion was made by Merle Ross, seconded by Ron Vliem and carried to recommend to the Fremont City Council funding through the Fremont Façade Improvement Program in the amount

of \$7,172.50 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 with the exception of the front façade that can be improved in a different but appropriate manner subject to approval of the Façade/Historic Preservation Subcommittee chair and along with the design the amount of grant funding may be altered in an amount that is in keeping with the Fremont Façade Improvement Program Guidelines.

Consideration of Fremont Façade Improvement Funding Request – 8 East Main Street (Russell E. Price, P.C.)

Marianne Boerigter indicated that Russ Price, owner of the building at 8 East Main Street, is requesting \$476.00 for the replacement of two upstairs windows on the front façade. She said he will replace them with new thermopane windows and new trim.

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 Grant Program in the amount of \$476.00 for the replacement of two upstairs windows on the front façade with new thermopane windows and new trim for the property located at 8 East Main Street.

Consideration of Fremont Façade Improvement Funding Request – 3 W. Main Street (Hair by Joan & Co.)

Marianne Boerigter explained that Hair by Joan & Co. is requesting \$595.50 for replacement of four windows, two on the west side façade and two on the rear façade, all on the second floor. She indicated that they plan to remove old steel bars on the outside of each window and discard them. It was reported that the replacement windows will be vinyl, and they will be trimmed with aluminum.

A motion was made by Merle Ross, seconded by Gerry Rich and carried to recommend to the Fremont City Council approval of the request for funding through the Fremont Façade Improvement Grant Program in the amount of \$595.50 for four new windows with aluminum trim, two on the west side façade and two on the rear façade, all of which are on the second floor at the property located at 3 W. Main Street.

Ron Vliem abstained from the vote due to a conflict of interest.

Consideration of Fremont Façade Improvement Funding Request – 10 W. Main Street (Vacant – owned by the City of Fremont)

Marianne Boerigter explained that the City of Fremont is reconstructing the rear façade of the property it acquired at 10 W. Main Street and that they are requesting \$5,500.00 for the new brick that will be laid.

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 Grant Program in the amount of \$5,500.00 for the cost of brick and its installation on the rear façade at 10 W. Main Street.

Update on Selection of Downtown Tree/Landscaping Consultant

It was reported that the Fremont City Council approved the DDA's recommendation that Jon Mellema, owner of Shoreline Landscape & Maintenance, be the contractor to work with the City to create a Downtown Landscape Plan. The DDA decided that the meeting to be conducted by Jon Mellema with the downtown Fremont business and property owners on landscape plan issues be on Tuesday, August 11, 2009 at 6:00 PM in the Council Chambers at the Fremont City Hall.

It was decided that a few other issues could be addressed at the meeting. It was suggested that we continue to get the word out that the Fremont Façade Improvement Grant Program is available to Downtown property owners. Lon Vredevelde indicated that the DDA could let Downtown property owners know that the City could apply for more funding through the Michigan State Housing Development Authority (MSHDA) for the Fremont Rental Rehab program. He indicated that for space in Downtown buildings that has not been inhabited for five years, the Program now grants up to \$35,000 per dwelling unit.

Update on Fremont Cooperative Streetscape Project

Marianne Boerigter informed the DDA that a contract has been negotiated with Renee Wallace, a local artist, and the City of Fremont for the art mural designed for the large north wall of the Fremont Cooperative Produce Company main building. She indicated the design of the mural ended up being smaller than originally designed, but it still is large enough to create the "WOW" factor. It was reported that the mural should be completed by January 31, 2009.

Michele Ribant indicated that the streetscape portion of the project has been bid out and that McKinley Masonry and Concrete Work, Inc. out of Grant was awarded the contract. Ms. Ribant indicated that the bids came in higher than the original estimates for the project; therefore, the City is taking the landscape portion of the project out, which reduces the cost of the project by \$15,000.00.

She said that the City and Paradigm Design are still working through some issues with the Railroad but that it was decided that all the other streetscape work will commence in August so that it can be completed by October 1, 2009. The City has not been able to get an exact figure from the Railroad in terms of what costs (e.g., easement) will be, so it is not known if additional monies will be needed to install the sidewalk crossing across the tracks.

Ms. Ribant indicated that in the spring, the DDA may want to consider re-allocating any funds within the existing years' budget for the landscaping and track work, if funds are available and have not been spent. Otherwise, it was suggested that the DDA consider funding the rest of the project in their 2010/2011 budget.

Update on Work of the Fremont Public Art Subcommittee

Marianne Boerigter announced that the Fremont Area Community Foundation has agreed to set up a fund for the Fremont Public Art Program and to serve as the fiduciary of the fund. She said that money that will be contributed to this fund could be used for a variety of public art projects.

Ms. Boerigter indicated that the Public Art Subcommittee is soliciting donations toward the fund through a mailing to Fremont High School alumni. She said that Bonnie Erber has been

instrumental in obtaining the alumni lists and putting them in an excel spreadsheet. It was suggested that we solicit funds through the use of facebook.

Ms. Boerigter reported that the Public Art Subcommittee wants to have a piece of public art in the southwest corner of Veteran's Memorial Park. The following ideas for the public art piece were suggested:

- A bust of Joseph Gerber (show our heritage)
- A fountain in the park
- A statue that kids could climb on
- A piece of modern art

Ms. Boerigter said the Public Art Subcommittee is also considering placing public art at the gateway into our community at the southwest corner of Main Street and Stewart Avenue. She said the art could be modern or traditional, and she encouraged the DDA to express their ideas for the gateway. Bonnie Erber suggested that a clock and flowers would look nice at that corner.

Michele Ribant asked whether the DDA wants to have some kind of community sign at that corner since it was suggested before. She indicated that the Fremont City Council recently considered putting a community monument sign up at City Hall where electronic messages could be displayed; however, she said the Council referred the issue to the DDA in terms of where, if anywhere, a community monument sign should be placed.

The idea of placing artwork or a community sign on the berm by Gerber/Nestle along Main Street was suggested. City staff was to look into whether there are any restrictions on that property that would preclude the DDA from incorporating art or a sign at that location.

The DDA did not make any decision on the matter. They asked that City staff provide them with examples from other communities in terms of what their gateways looked liked. It was felt that they could get a better idea of the possibilities if they could view various gateway elements.

Update on Way-finding /Downtown Signage

Michele Ribant indicated that the panels for the back of the way-finding signs are being ordered. Lon Vredeveld referred the DDA to the agenda packet where pictures of the designs for the street signs, the "Welcome to the Fremont City Hall and Police Department" sign and the miscellaneous signs (e.g., 1 Hour Parking) were provided. He informed them that these signs will be ordered in this fiscal year.

Update on Southeast Downtown Parking Lot

Bryan Gruesbeck informed the DDA that engineering plans are being developed for the southeast downtown public parking lot. He indicated that a grant was awarded for the project in the amount of \$60,000 from USDA Rural Development and that the City is pursuing other funding sources for the project. He indicated the DDA will be asked at a later date to approve funding for the parking lot project. He said the overall design of the parking lot will emulate the northeast downtown public parking lot.

Selection of Fall, Winter and Spring Banners

Lon Vredevelde indicated that the Public Art Subcommittee will recommend the selection of the seasonal banners and that they will present their recommendation to the full DDA.

Unfinished Business

There was no unfinished business.

New Business

Lon Vredevelde indicated that the flowers downtown Fremont look great and that the DDA should consider placing hanging baskets at the following locations:

- Stone Road and Main Street
- Market Avenue and Main Street
- Green Avenue and Main Street

Lon Vredevelde indicated that the DDA needs to address what to do about recycling. He said he wants to get a Committee on the Environment and Recycling up and running and that if anyone is interested, they should let him or Michele Ribant know.

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 9:07 a.m.