

**MEETING MINUTES
DOWNTOWN DEVELOPMENT AUTHORITY (DDA)**

**Wednesday, August 9, 2006
7:30 AM – 9:00 AM
Fremont City Hall
Council Chambers**

Call to Order

The meeting was called to order at 8:36 AM.

Members Present:	Lon Vredeveld	DDA Chair
	Dusty Bitson	Downtown Business Owner
	Marianne Boerigter	Director, Newaygo County Council for the Arts
	Kim Deur	Downtown Property/Business Owner
	Lorna Kosztowny	Downtown Property Owner
	Rebecca Laing-Austin	Downtown Business Owner
	James M. Rynberg	Fremont Mayor
	Ron Vliem	Executive Director, Fremont Area Chamber of Commerce
Members Absent:	Gerry Rich	Downtown Business/Property Owner
	Tom Schuiteman	Downtown Business/Property Owner
	Rob Zeldenrust	Main Street Business Operator
Others Present	Bonnie Erber	Public Art and Marketing Subcommittee Member
Staff Present:	Michele Ribant	Fremont Neighborhood & Economic Development Director
	Chris A. Yonker	Fremont City Manager

Approval of Minutes

A motion was made by Marianne Boerigter, seconded by Ron Vliem, and carried to approve the minutes from the June 21, 2006 DDA meeting and the July 17, 2006 Façade/Historic Preservation Subcommittee meeting.

Opening Remarks

Chair Vredeveld welcomed the members. He then reported that he had good news; he said the Fremont Area Community Foundation awarded the City of Fremont a grant for \$50,000 to assist with the cost of building the Fremont Market Place pavilion.

Feedback on the National Baby Food Festival

Ron Vliem reported that the attendance numbers for the National Baby Food Festival were comparable to the previous year's figures, but given the state of the Michigan economy, he felt that it went well. Some other feedback was that there were not many events for the elderly and that in future years, this segment of our population should be considered. It was also suggested that some history of Fremont be displayed in some manner during the festival. It was expressed that overall this year's Festival went well.

Discussion on the Pattern Book (Downtown Enhancement Project Improvements)

Chair Vredevelde reported that a DDA Ad Hoc Steering Committee has been formed to work with the engineering firm of Fleis & Vandenbrink, the firm who will be working with the DDA to implement the Downtown Enhancement Plan. The Ad Hoc Steering Committee will meet on Tuesday mornings at 7:30 a.m. on an as needed basis. This group will be making decisions (e.g., material for market pavilion) that require quick action, and they will be representing the entire DDA. The members of the DDA Ad Hoc Steering Committee are as follows:

Members

Lon Vredevelde
Mayor Rynberg
Marianne Boerigter
Ron Vliem
Kay Cummings (Farmers Market Committee Representative)

Staff Advisors

Chris Yonker
Michele Ribant

Chair Vredevelde indicated that everyone received a copy of the Pattern Book for the Downtown Enhancement Project Improvements; he then asked if there were any questions or comments. It was brought up that the DDA needs to be cognizant that the alleyways need to be functional as well as aesthetically pleasing. Lon Vredevelde stressed that the Pattern Book was conceptual and that business and property owners are going to have an opportunity to comment on the plans as they progress.

A motion was then made by Ron Vliem, seconded by Marianne Boerigter and carried to recommend to the Fremont City Council approval of the Pattern Book for the Downtown Enhancement Project Improvements.

Discussion on Feedback from Meetings with Downtown Business/Property Owners

Chair Vredevelde said that everyone should have received a summation of the comments made by downtown business and property owners during the informational meetings held by the City to inform the owners of the work the DDA has planned for downtown Fremont and to get their feedback on the Downtown Enhancement Plan. It was decided that the feedback received by business and property owners on the plans for the Downtown should be addressed as the plans for each of the four downtown blocks are finalized. Mr. Vredevelde indicated that it is time to provide a newsletter to the downtown business and property owners advising them of the work that is anticipated and the plans the DDA has for downtown. It was suggested that the block captains could distribute it.

Update on Common Refuse/Recycling Service for Downtown Fremont

Michele Ribant indicated that she will write a Request for Proposal for Recycling Services for the downtown four block commercial core. When asked which items the DDA wants recycled, the response was as follows:

Cardboard
Styrofoam
Office paper

Plastic
Newsprint
Magazines & junk mail

Update on DDA Subcommittee Work

Façade/Historic Preservation Subcommittee: Michele Ribant indicated that the Subcommittee will work this fall to perform research in order to list downtown Fremont as a Historic District in the National Register of Historic Places. Michele Ribant was given a list of names of people within the community that could provide historical information on the downtown.

In terms of the Façade Improvement Program, Ms. Ribant indicated that the DDA would be interviewing architectural firms at its September 6, 2006 DDA meeting. She said the architect selected will be retained by the City in connection with the Fremont Façade Improvement Program. She said that once the architect is selected and the Façade Design Guidelines are created, the DDA will be in a position to make the Program available to downtown property owners.

Public Art Subcommittee: Marianne Boerigter informed the DDA that Renae Wallace, a local artist, has designed murals, one for the front façade of the AT&T building, which will be painted on panels that will attach to the building and one for the rear façade of the AT&T building. Ms. Boerigter indicated that the mural for the front façade depicts the history of the telephone tied into some local Fremont history. She said the mural for the rear façade portrays the local historic Ensley Tower in a park setting and a representation of a local farm from the early 1900's. She indicated that Ms. Wallace has been asked to put her sketches in a professional format that can be sent to AT&T's corporate offices for their consideration. Copies of Ms. Wallace's sketches were provided to the DDA. The DDA expressed their satisfaction with the art work presented.

Marketing Subcommittee: Michele Ribant reported that Bonnie Erber has expressed an interest in serving on the Marketing Subcommittee. She went on to say that we are fortunate to have Bonnie on the Subcommittee because of all her fresh ideas and that the Subcommittee will get up and running some time in August, 2006.

Review of the 2006/2007 DDA Budget

Mr. Yonker reviewed the final 2006/2007 DDA Budget with the DDA. Marianne Boerigter asked that at the next meeting the DDA be provided with a profit and loss statement. City staff agreed to do so. Chair Vredevelde asked whether the DDA can plan to capture approximately \$285,000 each year, and Mr. Yonker confirmed that it will.

New Business

Chair Vredevelde indicated that the DDA is invited to the "Can Small Towns Be Cool?" Seminar put on by the Kent/MSU Extension on Friday, September 15, 2006 from 11:30 a.m. – 2:00 p.m. He indicated that if anyone was interested he/she should let Michele Ribant know and she will register them.

When asked when the fall banners would be displayed downtown, Michele Ribant reported that they should be hung some time in mid-September.

Next meetings

Tuesday, August 22, 2006
7:30 a.m. – 8:45 a.m.
Fremont City Hall
City Council Chambers

Tuesday, September 6, 2006
7:30 a.m. – 11:00 a.m.
Fremont City Hall
City Council Chambers
Business Meeting: 7:30 a.m. – 8:00 a.m.
Interview Architects: 8:00 a.m. – 11:00 a.m.

Adjournment

There being no further business of the DDA, the meeting was adjourned at 9:19 AM.