

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

**Tuesday, February 5, 2008
Fremont City Hall
Council Chambers
3:00 PM – 4:00 PM**

MEETING OF THE PARKING SUBCOMMITTEE

Call to Order

The DDA Parking Subcommittee was called to order by Lon Vredeveld at 3:02 p.m.

Parking Subcommittee

Members Present

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| Lon Vredeveld | DDA Chair |
| Marianne Boerigter | Executive Director, Newaygo County Council for the Arts |
| Becky Laing-Austin | Fremont Business Owner |
| Jim Rynberg | Fremont Mayor |
| Bob Stehouwer | Fremont Property and Business Owner |
| Ron Vliem | Executive Director, Fremont Area Chamber of Commerce |

Staff Present: Todd Blake
Michele Ribant

Review of Parking Subcommittee Minutes

The Subcommittee acknowledged that they received the Parking Subcommittee minutes of September 7, 2007 for review.

Update on Establishing a Common Refuse Service Downtown

Michele Ribant reported that during a recent storm the doors on the refuse enclosure that is located on the west side of the NE downtown public parking lot had the inside of one of its doors blown off. Ms. Ribant indicated that the City was concerned about the safety and functionality of these doors, so they asked Fleis & Vandenbrink to have them redesigned to be able to bear the wind load.

The Subcommittee gave City staff direction to negotiate a contract with a refuse service provider for downtown business refuse service with the thought that the City will be responsible for payment to the downtown refuse hauler on behalf of downtown property owners. They agreed on the role of the DDA, the City of Fremont and the Property

Owner with regard to refuse pick-up service as outlined on the handout entitled, “Establishing a Downtown Commercial Refuse Pick-Up Service”, which is attached.

The Subcommittee is recommending that the City DPW Department build temporary refuse enclosures for the three downtown blocks that have not been improved yet. There would be two refuse enclosures per block. Michele Ribant advised that the DDA would have to make a recommendation to fund these enclosures in their 2008/2009 budget.

The City will have to determine how many grease waste containers are necessary in each enclosure, if any. It was suggested that we provide education to business owners on what to do and what not to do (e.g., dumping waste into the dumpster) with regard to refuse service. Lon Vredevelde indicated that in April the DDA will sponsor a customer service program and that such matters can be addressed at that time.

Update on Recycling

Lon Vredevelde underscored the importance of recycling within our community; he said we have to educate others on the value of recycling. It was reported that at the last Parking Subcommittee meeting the Subcommittee recommended that the downtown business owners be encouraged to recycle cardboard and paper and that a space be provided within the refuse enclosures for these types of recycling.

Michele Ribant reported that she contacted two local recycling businesses to learn of their interest in working with the City on behalf of the downtown businesses and to see if they would pick-up the recycling at no charge. The two businesses expressed an interest, so the City will evaluate which business will satisfy the needs of the downtown businesses best, based on the following criteria:

- Pick-up at no charge
- Provide containers for free
- Provide information on where recycling is taken (e.g., paper mill)
- Pick-up on consistent schedule

The Subcommittee made the following recommendations with regard to recycling:

- Find out the needs of the Post Office and the banks
- Look into including the businesses in the downtown recycling program on Sheridan
- Contact local restaurants to determine if the recycling program can include more than just paper and cardboard.

Feedback on How Other Communities Handle Waste from Horses

At its last meeting, the Subcommittee asked staff to look into how other communities which have a large Amish population deal with waste from horses. Michele Ribant said

she contacted Shipshewana, IN and Lancaster, PA, and both of them have their city staff collect the waste.

It was reported that in Shipshewana they tried to institute a policy where horses that were part of a tour company would have to wear diaper bags, but there was much opposition to the idea, so the City Council dropped it. In Lancaster they have mounted police that cause more issues with horse waste than the waste from horse and buggies from the Amish.

The Subcommittee concluded that in Fremont we don't have such a large issue with horse waste at this time; therefore, no action was taken to address it other than to acknowledge that the City has provided hitching posts on Dayton street to accommodate horses. It was suggested that as the City improves the other downtown parking lots that consideration be given to providing hitching posts in or near those parking lots as well.

Review of Educational Pamphlet on Downtown Parking

The Subcommittee reviewed the brochure entitled, "Downtown Fremont Parking Guidelines & Policies" and agreed on the following changes:

- Delete the requirement that from December – March, permit holders must move their car every 12 hours so that snow removal can take place.
- Delete the requirement that permit holders must show proof of vehicle registration when applying for an overnight permit.
- Keep the charge of \$25.00 for the first permit, but change the charge for the second permit to \$25.00 rather than \$75.00.
- Permit holders may purchase a guest permit for \$3.00, but include language that states that the guest permit is good for 48 hours.
- Include language that enforcement of these policies will be in keeping with the established fines of the Fremont Police Department.

Michele Ribant indicated she would update the brochure as outlined above and would include a downtown parking map. She informed the Subcommittee that the parking permit policy would have to go to City Council for consideration.

Discussion on Downtown Parking Assessment

In the current year budget it calls for a downtown parking assessment to be initiated, but based on the recommendation of the DDA, City staff was not to implement it until some time early in 2008. City staff provided the Subcommittee with two different formulas on how the parking assessment could be handled. After City staff fielded a few questions, the Subcommittee made the following recommendations with regard to the formulas:

- Deur Speet needed to be included in the formula because they use the public parking lots.
- Consideration for credits should be given to property owners who supply public parking for their patrons behind their buildings.
- The \$100.00 charge per apartment included in one of the formulas was perceived as being high, especially since we are trying to promote downtown living.
- Staff should look closely at the parking provided by businesses on Sheridan to make sure that these businesses are properly computed within the formula.

Michele Ribant indicated that the Subcommittee should look over these formulas in more depth and provide more feedback at the next meeting as to which formula they liked better. It was determined that at that time, the Subcommittee could also provide any other feedback they had on the parking assessment. The next DDA Parking Subcommittee meeting was set for Tuesday, February 12, 2008 at 4:00 p.m. at the Fremont City Hall.

Adjournment

There being no further business of the DDA Parking Subcommittee, the meeting adjourned at 4:24 PM.