

Due to COVID-19 the September 22, 2020 Meeting of the Allendale Charter Township Downtown Development Authority (DDA) will be held both in-person at the Allendale Township Hall and via a conference call. The conference call information can be found on the following page.

Those wishing to contact the DDA prior to the meeting may do so by emailing the DDA Vice Chair / Township Supervisor at [supervisor@allendale-twp.org](mailto:supervisor@allendale-twp.org).

There will be opportunity for public comment during the meeting. The process for public comment during the meeting is outlined in the following page.

Additionally, public comments may be submitted electronically prior to the meeting via the email address listed above.

\*Please note that electronic comments need to be submitted prior to the meeting, and are not be able to be received by the DDA during the meeting.

Allendale Township Downtown Development Authority (DDA) Meeting  
Tues, September 22, 2020 7:30 AM (EDT)

**You can dial in using your phone.**

United States: [+1 \(224\) 501-3412](tel:+12245013412)

**Access Code:** 757-286-077

For Individuals with disabilities you can use this relay service: .....  
711.....

**Instructions:**

1. Dial into the number provided above.
2. You will be asked for an access code.
3. Enter the access code above.
4. Press # to confirm access code.
5. You will be asked for an audio pin. (There is no audio pin for this meeting.)
6. Press # to confirm you don't have an audio pin.

\*Once you enter the call you will be muted by the admin.

**Public Comment:**

Please note that this meeting is open to the public, but is not structured for public discussion to occur throughout the entire meeting. Instead, there is opportunity for members of the public to address the DDA during specific points in the meeting.

**Public comment will be held during the meeting as outlined in the attached agenda.**

1. The admin for the call will unmute callers one by one.
2. When it is your turn to speak you will be notified that you have been "unmuted"
3. You will have 10 seconds to respond if you would like to speak.
  - o If you confirm that you will like to speak you will be given "the floor" and the opportunity to speak.
  - o If you decline to speak or do not answer, the admin will move to the next caller.
4. At the end of each public comment period, the opportunity for public comment will be closed and the Meeting Chair will move the meeting forward.

**Closing the Meeting:**

1. Closing of the meeting will proceed by motion of the DDA after completion of the items on the agenda. The agenda can be found in the following pages.
2. Shortly after the meeting is closed the admin will end the meeting for all participants. You should hear a brief chime and then the call will be disconnected.

# Downtown Development Authority Meeting - Minutes

September 22, 2020 – 7:30am

Meeting was held via teleconference due to COVID-19

Present: Mark Alderink, Bob Chapin, Jeremy Borgman, Kristin Corner, Pierce Roon, Rence Meredith, Ross Stevens, Joshua Thurkettle, Tom Zuniga, Kristin Corner, Adam Elenbaas, Steve Spriensma

Absent: David VanDerWall, Joshua Thurkettle

## Agenda

1. Opportunity for public comment: None Present

2. Park Improvements, potential 2020 budget amendment: \$40,000

Members were informed of current progress on the fitness court and discussed improvements to still be completed. Items included: a section of fence behind the basketball hoop, desire for installation of irrigation around the basketball court, and considerations of adding lighting. Additional cost for these improvements have been estimated at \$40,000 for irrigation, fencing and lighting.

Members also discussed placement of internal walking paths and made suggestions of the positives and negatives of adding motion lighting. Corner also suggested considering improving the restroom set up for the park. Members were informed that a new electrical service would be required for any additional lighting and that Consumers Energy would be at least 2 months out for any installation. It is also anticipated that the fencing project would likely be rolled in to 2021. Projected fitness court budget for 2020 appears it will come in under budget as some of the items have not yet been completed. Borgman suggested discussing partnering with the little league for potential cost sharing on fencing installation. Members also discussed a property for sale abutting the park. Members were informed the Township Board has decided they are not interested at this point in time.

3. 2021 Budget Discussion:

Members were given copies of the 2020 REV & EXP – 2021 Budget to review, as well as Re-paving project estimates for township subdivision streets for 2021.

Members discussed sections of sidewalk to potentially still be completed, areas highlighted included: Joel St., Jordan St. & 52<sup>nd</sup>, & Rosewood St. Elenbaas agreed to research and report back to board in a future meeting. Members discussed a future plan to install a new driveway for the township hall & park coming from M-45 on the west side of the township hall. Members also discussed strategic planning for DDA funds regarding potential property acquisitions. Members were informed by Elenbaas that several properties are being considered, but none have been specified yet. Members also discussed DDA involvement with new fire station in the future. Specific requests still to be made.

4. Opportunity for public comment, none present.

5. Next meeting: October 20, 2020 at 7:30am

6. Meeting adjourned