

Minutes  
Plainwell DDA, BRA and TIFA:  
February 13, 2018

1. Call to Order - Meeting called to order at 7:32 a.m. by Larabel
2. Pledge of Allegiance
3. Roll Call  
Members Present: Jim Turley, Paul Rizzo, Zelda Schippers, Nick Larabel, Erik Wilson, Mayor Rick Brooks, Tracee Dunlop, EJ Hart. Member Adam Hopkins – excused.
4. Approval of Minutes of **Motion by Schippers, seconded by Hart to approve 1-09-18 minutes. Motion carried.**
5. General Public: None
6. Chairman's Report: None
7. BRA Action Items
  - A. **Motion to accept accounts payable for January of \$3,248.06 was made by Hart and seconded by Turley. Motion carried.**  
City Manager Wilson provided an update to the Sweetwater project including the changes to the Prince Street/M89 intersection.
8. DDA Action Items
  - A. Member Turley discussed his application for a business revolving loan fund for Bridge Street Deli & Health Market. Larabel stated that all previous loans should be paid off before additional funds were dispersed. Manager Wilson stated that for most applications, collateral for loans will be in the form of real property, not equipment or machinery.  
  
Schippers mentioned that she liked the loan update form that was included in the packet and asked if we could add the original loan date. Rizzo asked staff to include loan packet in each packet.  
  
**Motion to approve loan to Bridge Street Deli & Health Market after staff review for completeness made by Larabel, seconded by Schippers. Motion carried; Turley abstained.**
  - B. **Motion to accept accounts payable for January of \$1,808.90 was made by Larabel and seconded by Rizzo. Motion carried.**
9. TIFA Action Items
  - A. **Motion to accept accounts payable for January of \$1,126.118 was made by Hart and seconded by Larabel. Motion carried.**

10. Communications:

1-31-18 Financial Report and 12-27-18 and 1-08-18 Council Minutes were accepted and placed on file.

11. Public Comments: None

12. Staff Comments: Manager Wilson clarified that the rent for a U.S. 131 Billboard was \$800 per month, not per year. Schippers asked if there was something that could be done to advertise Ace Hardware better, specifically off N. Main and M-89 Streets. Manager Wilson stated he would investigate putting up directional signs that would also include available public parking.

Manager Wilson announced that Superintendent Rick Updike will be retiring as of May 1, 2018 and the City will be advertising for the position immediately.

Manager Wilson stated that the DDA will need to recommend a new location for the common dumpster that is located on Donnie's Auto property.

13. Member Comments:

Turley discussed the need to review the parking plan for the NW lot that serves multiple businesses. Hart also discussed the need to find a solution to the parking issue as well as the dumpster location. Manager Wilson stated he would contact an engineer to review our options.

**Adjournment: A Motion by Larabel supported by Hart to adjourn the meeting at 8:37 a.m. was made and passed.**

Submitted by Erik J. Wilson, City Manager