

CITY OF COOPERSVILLE  
REGULAR DOWNTOWN DEVELOPMENT AUTHORITY MEETING  
Coopersville City Hall; 289 Danforth Street, Coopersville, Michigan

**September 9, 2025**

Board Chairman Noel called the meeting to order at 5:17 P.M.

**Roll Call**

**Present:**

Board Member Du Pilka  
Board Member Slater  
Board Member Gerard  
Board Member Merkins  
Chairman Noel  
DDA Director Luce  
Staff Terpstra

**Absent:** Board Members Orent, Datema, Verberkmoes, Galbraith

Motion to excuse Board Members by Board Member DuPilka with support from Board Member Slater. Motion carried unanimously.

**Additions/Corrections to Agenda**

No additions/corrections to the agenda.

**Minutes**

Motion by Board Member Gerard with support from Board Member Slater to approve the meeting minutes of July 8, 2025. Motion carried unanimously.

**Citizen Input and Suggestions**

No citizen input or suggestions.

**Guest Speaker – Jim McManus, McKenna presenting update on the TIF and Development Plan**

McManus presented a packet to the board containing the agenda for the DDA & TIF Plan Update and a copy of the rough draft of the plan.

**Petitions & Communications**

7. A. DDA TIF Plan and Master Plan – McManus from McKenna reviewed the agenda and a draft copy of the TIF Plan with the board. McKenna is working on the plan because the estimates listed in the old plan have gone way beyond what was projected. McManus asked if there would be potential to change the DDA funding and capture amounts and stated he would like feedback and questions during the discussion. Board Member DuPilka asked if it was possible to only capture the county's portion and forego the city's capture amount. McManus stated that yes you can forego the city and raise county. Discussion ensued. Board Member Merkins asked if the district remains the same in the new plan? Board Member Gerard asked if we change what the county gets does it affect the county's operating budget. McManus stated it is not clear how we are capturing right now. Director Luce stated that the treasurer (Rogers) takes a percentage of each parcel. Board Member Slater asked if it was based on the mills, Director Luce was unsure. Board Member DuPilka stated that he would like to see the DDA collect most from the county and some from the city and

would like to see the city stop charging the DDA for all of their incurred fees such as equipment rental, etc. McManus asked if the board would like to change the maximum amount of capture. Discussion ensued with a reminder from Director Luce that all of the city departments pay an equipment rental fee that goes to the equipment fund to help with upkeep and purchase. Board Member Merkins asked if the numbers could change with growth and McManus answered yes, potentially. Board Member DuPilka asked if there are any IFT's coming off soon that would affect the plan. No clear response was made. Chairman Noel asked if funds left in the fund balance can roll over. McManus stated yes it could be budgeted that way internally. Board Member DuPilka asked if there is any advantage for the DDA to bond over the city, McManus stated that DDA funds can only be used in the DDA District. Discussion ensued on how funds are captured and where they can be captured from.

McManus walked the board through the previous plan to discuss what should remain and removed for the updated plan. District size was discussed and if you can increase the size during this process and it was stated that the county would have to approve and could potentially pull out. Proposed zoning changes will need to be documented for the TIF and the zoning ordinance may not be finished before the TIF Plan is finished and voted on. Funding priorities were discussed and the following chosen to keep or add to the plan: economic development activities, parking lot on West side of City Hall, North Bank Trail, Eastmanville and Danforth as a West gateway to downtown, City Hall Roofing, Sidewalk connectivity and completion – generalized, North DDA Pavilion, Historic Museum Brick, Generalized Lighting, Façade grants, snowplowing, roundabout, marketing, DPW building, Infrastructure and general road improvements.

McManus stated that we need a vision statement and goals of what expected over the next 15 years.

7. B. Coopersville & Marne Railway Easement Agreement – Director Luce presented the current conversation happening with the property on the corner of Danforth and Eastmanville. The scope of the project has changed and the Railroad is now asking the DDA to support the project, which is a new parking lot in the lot with landscaping and would cost an estimated \$175,000. Board Member DuPilka is on the Railroad Board and stated what he knew about the project is that the Railroad Board would like the DDA to cover the cost of the parking lot in exchange of a use easement similar to other areas of the city. Discussion ensued about the length of the easement and the construction plans. Chairman Noel asked if the DDA would be expected to cover all maintenance of the area and Board Member DuPilka stated probably, other than the steam engine they placed there.

#### **DDA Information Packet**

Motion by Board Member DuPilka with support from Board Member Slater to file the DDA Informational Packet. Motion carried unanimously.

#### **Citizen's Input and Suggestions**

No citizen input or suggestions.

#### **City Manager/DDA Director's Report**

- Open Board Seats for the City of Coopersville
- Mobile Secretary of State coming October 6
- A student from Coopersville is doing an Eagle Scout Project on the Flagpole of the monument at Vet's Park
- Merlin Enclosure updates given
- City Hall remodel updates given

**DDA Marketing & Economic Administrator Comments:**

- Fall Fest is Thursday, September 11
- Working to raise funds for the matching TAP conditional commitment
- Rotary has helped raise all of the funds to pay for the engineering costs for the North Bank Trail project to date which totals around \$21,000
- At the end of the meeting before adjourning Staff Luce wanted to clarify the board's opinion on meetings and cancellations and asked the board if there were no agenda items, did they still want to hold a meeting and the members there stated that they appreciated no wasting time when there wasn't items to discuss.

**Board Member DuPilka**

- Parks in the DDA should be added to the TIF Plan.
- Eastmanville Railroad crossing tracks should be added to the DDA plan because he thinks the DDA purchased them back in the day
- Thanked staff for all of their work

**Board Member Slater**

- Thanked Staff for all of their work
- Presentation was perfect timing and will help develop better communication

**Board Member Gerard**

- Echoed the previous comments made and agreed this was very helpful
- Would like to see better attendance to show support

**Board Member Merkins**

- This meeting was very helpful as a new board member

**Adjournment** Motion by Board Member Slater with support from Board Member Gerard to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 7:02 P.M.

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Chairman, Jake Noel