



Voice Vote taken for Hopkins as Vice-Chairperson.

**Voice Vote**

**8-0**

**Motion Carried.**

e. Oath of Office was issued to Hopkins as Vice-Chairperson.

2. ROLL CALL:

Bernie Beier	<u>Present</u>
Laura Ensley	<u>Present</u>
Sam Gebhardt	<u>Present</u>
Gerald Hall, Mayor	<u>Present</u>
Sally Howland	<u>Excused</u>
Rose Ellen Powell	<u>Present</u>
Dave Ringler	<u>Present</u>
Todd Vriesenga	<u>Present</u>
Perry Hopkins	<u>Present</u>

3. PUBLIC COMMENTS.

Those citizens wishing to speak on agenda and non-agenda items will be allowed a maximum of four minutes each to address their concerns. This is the only time during the meeting that citizens are allowed to address the Downtown Development Authority. Please state your name and address for the record if you would like.

**Tara Helmer** spoke to the board regarding a potential fundraising opportunity for the DDA. The fundraiser would partner with Ford Motor Company to have a test drive fundraiser for Philanthropic endeavors such as playground equipment/benches/etc. She would like to propose to coordinate this with the summer Celebration scheduled for the second week of June.

4. CONFLICTS OF INTEREST AND EX-PARTE COMMUNICATION INQUIRY

**Beier** stated that he does not get any direct compensation or incentives for hosting the Ford Drive Event.

5. APPROVAL OF AGENDA

Motion by **Hopkins** seconded by **Ensley** to adopt the agenda with the addition of item 8D Preliminary Approval for the Ford Drive Community Event.

**Voice Vote**

**8-0**

**Motion Carried.**

6. CONSENT AGENDA.

A. Motion to approve the minutes of the Regular Meeting November 26, 2018.

Motion by **Hopkins** seconded by **Beier** to approve the minutes of the Regular Meeting November 26, 2018

**Voice Vote**

**8-0**

**Motion Carried.**

B. Motion to accept and file the financial report.

Motion by **Hopkins** seconded by **Powell** to accept and file the financial report.

**Voice Vote**

**8-0**

**Motion Carried.**

7. UNFINISHED BUSINESS.

A. Bylaw Review/Revisions

**Johnson** reviewed the suggested revisions and reminded the board that the revisions will be sent to City Council for final approval.

Motion by **Beier** seconded by **Hopkins** to approve bylaw revisions.

**Voice Vote**

**8-0**

**Motion Carried.**

B. Parking Signs

- a. Motion by **Ringler** supported by **Beier** to approve the Parking sign design standard as presented.
- b. Parking sign estimate of costs
- c. Parking sign proof

**Ringler** requested and updated quote that removes the parking signs at 2<sup>nd</sup> & Elm and at the new Fire Station until they are completed. **Womack** stated he will bring back a revised quote and clarify where the signs will be located.

Motion by **Hopkins** seconded by **Ensley** to request a revised quote for the parking signs.

**Voice Vote**

**8-0**

**Motion Carried.**

C. Downtown Lights

- a. City Council Action-

**Johnson** reported that the City Council approved to relight the secondary lamp on Main Street and approved half of the cost to complete the retrofit.

D. Sign Committee

**Ringler** reported that the sign committee met and the original signs presented would cost approximately \$3,000 each. He reported that the committee should meet again and discuss using the same sign maker that was used for the street signs (Dornbos Signs).

E. Bike Rack Committee

**Vriesenga** reported that he will be purchasing the racks and donating them to the city.

8. NEW BUSINESS.

A. 2018 Minute Index

**Johnson** reported that she prepared the report as a tool for the board to use as they continue to work on various projects. The report has been forwarded to the City Council as their annual report.

B. 2018 Attendance Report

C. Heart of Cedar Springs Park Sign

**Womack** reported that he will bring a quote to the next meeting.

D. Preliminary Approval for the Ford Drive Community Event

Motion by **Beier** seconded by **Hopkins** to Preliminarily Approval the Ford Drive Community Event for work with the DDA towards philanthropic endeavors.

**Voice Vote**

**8-0**

**Motion Carried.**

9. CORRESPONDENCE.

- A. Cedar Springs Sign Locations
- B. Rockford Examples
- C. Upcoming Brownfield Plan

10. CITY MANAGER/DDA DIRECTOR'S REPORT.

**Womack** reported that the street signs are delivered and that the Director of Public Works will be working to install the sigs as time permits.

11. TRUSTEE COMMENTS.

**Hall** spring is coming and thanked everyone for coming to the meeting.

**Beier** thanked the sub committees for their time and work on their projects.

**Ensley** is glad to see some progress and thinks it will be an interesting year.

**Vriesenga** is glad to see some forward progress.

**Powell** reported that she has been hearing complaints about business owners paring on Main Street and blocking parking for customers.

**Ringler** thanked **Womack** for his work on restructuring the DDA. The also thanked **Vriesenga** for purchasing and donating the bike racks to the City.

12. ADJOURNMENT.

Motion by **Hall** seconded by **Gebhardt** to adjourn at 1:04pm.

**Voice Vote**

**8-0**

**Motion Carried.**

---

Rebecca Johnson, City Clerk

---

David Ringer, DDA Chairperson