

Regular Downtown Development Authority Board of Directors Meeting

Monday, July 29, 2019 12:00 p.m.

Cedar Springs City Hall 66 S. Main St. Cedar Springs, Michigan

1. **Hopkins** called the meeting to order at 12:02pm. The Pledge of Allegiance was recited.

2. ROLL CALL:

Bernie Beier Present Laura Ensley Present Sam Gebhardt Present Gerald Hall, Mayor Excused Perry Hopkins, Vice Chairperson Present Sally Howland Present Rose Ellen Powell Present Todd Vriesenga Excused Dave Ringler, Chairperson Excused

Motion by **Beier** seconded by **Ensley** to excuse Hall, Vriesenga, and Ringler.

Voice Vote 6-0 Motion Carried.

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 presented the DDA with a check for \$2,280 from the Ford Test Drive event.

Sonya Cronkright noted that the audio on the video recordings of the meetings is very difficult to hear if the air conditioning comes on.

4. CONFLICTS OF INTEREST AND EX-PARTE COMMUNICATION INQUIRY

None.

5. APPROVAL OF AGENDA

Motion by **Beier** seconded by **Howland** to approve the agenda as presented with the following additions 8Ai Dissolve one of the sign subcommittees and 8C Façade Improvement

6. CONSENT AGENDA.

- A. Motion to approve the minutes of the Regular Meeting June 24, 2019.
- B. Motion to accept and file the financial report.

Motion by **Powell** seconded by **Beier** to approve the minutes of the regular meeting June 24, 2019 and to accept and file the financial report.

Voice Vote 6-0 Motion Carried.

7. UNFINISHED BUSINESS.

- A. Mural Color Draft
 - i. Motion to create a mural subcommittee.

Motion by **Beier** seconded by **Howland** to create a mural subcommittee consisting of Ensley, Hopkins, and Powell.

Voice Vote 6-0 Motion Carried.

B. Street Community Event Exploratory Committee/Amphitheater Administration

Womack explained that he is looking for a member of the DDA board to sit on the CBDT Amphitheater board to assist with developing how to bring bands in and how to rent/use the amphitheater. **Hopkins** will reach out to Sue Wolfe to get some additional information on when and how often the Amphitheater board would meet. **Womack** also suggested that the board wanted to consider a Street Community Event they should start an exploratory committee.

8. <u>NEW BUSINESS</u>.

- A. Sign Committee Report
 - i. Dissolve one of the sign subcommittees

Motion by **Beier** seconded by **Powell** to dissolve the sign committee created at the last DDA meeting.

Voice Vote 6-0 Motion Carried.

Powell reported that the sign committee made a recommendation to purchase 2 revised welcome signs that are all white with red lettering to be placed on the North and South end of the White Pine Trail on City Property and to purchase one revised business district sign that are all white with red lettering to be placed at the staging area. The estimated cost is \$257 each.

Motion by **Gebhardt** seconded by **Howland** to purchase the signs and to approve the design as presented.

Roll Call Vote 6-0 Motion Carried.

Motion by **Beier** seconded by **Ensley** to request permission to place the three signs on City Property.

Voice Vote 6-0 Motion Carried.

B. Speed Radar Sign

Powell reported that the City Council is considering purchasing a second speed radar sign. **Womack** stated that the second sign is intended to be permanently placed in the downtown area.

Motion by **Gebhardt** seconded by **Powell** to recommend that the City Council purchase the radar sign and that the DDA will consider contributing funds following the review of remaining funds in the sign budget.

Voice Vote 5-1 Motion Carried.

C. Façade Improvement

Hopkins suggested considering doing a few façade improvement projects if there were remaining funds at the end of the fiscal year. **Womack** stated that he would request a fund balance report from the Finance Director and provide some options to possibly do some micro façade improvements at the next meeting. He thinks that new businesses should have enough money to fix up their façades and funds should be spent on businesses that have been in the community.

9. CORRESPONDENCE.

Womack reported that the DDA should consider drafting a thank you letter to Vanderhyde Ford. He will draft a letter for their approval at the next meeting.

10. CITY MANAGER/DDA DIRECTOR'S REPORT.

Womack reported that it has been very busy time and that the board causes a lot of extra work for him, but the city is looking better each day because of it.

11. TRUSTEE COMMENTS.

Howland thanked the Department of Public Works for painting the crosswalks.

Beier thanked the members of the subcommittees for the extra time they spend working on projects for the board.

Powell thanked the City Manager for his hard work.

Ensley reported that there was a family that has been helping weed the flower boxes on Main Street. She is excited that so many good things are happening right now.

Gebhardt is not a big fan of bike racks on Main Street, but really likes the placement around the corners on Main Street. HE thanked those who help in determining the location and installation. He also thanked the Clerk for her work in assisting the board.

Hopkins reminded everyone that there have been many people helping mold the community for many years including the Community Building Development Team, citizens, past boards and volunteers. He stated that it is not always convenient, but that change is happening.

12. ADJOURNMENT.

Motion by	/ Fnslev	, seconded	Howland	hv to	adiourn	at 1:00pm.
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 Voice Vote
 6-0
 Motion Carried.

 Rebecca Johnson, City Clerk
 Perry Hopkins, DDA Vice-Chairperson