



**Special  
Downtown Development Authority  
Board of Directors Meeting**

**Monday, April 23<sup>rd</sup>, 2018  
12:00 p.m.  
Cedar Springs City Hall  
66 S. Main St.  
Cedar Springs, Michigan**

1. Call the meeting to order. Pledge of Allegiance.

Clerk issues Oath of office to Sally Howland.

2. ROLL CALL:	Mayor Gerald Hall	_____
	Bernie Beier	_____
	Sam Gebhardt	_____
	Todd Vriesenga	_____
	Kevin Marcus	_____
	Rose Ellen Powell	_____
	Dave Ringler, Vice Chairperson	_____
	Sally Howland	_____
	Perry Hopkins, Chairperson	_____

3. PUBLIC COMMENTS.

4. APPROVAL OF AGENDA.

5. CONSENT AGENDA.

A. Motion to approve the minutes of the January 29<sup>th</sup>, 2018 Meeting.

6. UNFINISHED BUSINESS.

7. NEW BUSINESS.

- A. 2018 DDA Tax Capture-\$15,743.73
  - a. Creation of Budget Document
    - i. Creation of Off-Street Parking Lots
    - ii. Alley Improvements
    - iii. Acquisition and Construction of Buildings, Structures & Property
    - iv. Improvements to and Renovation of Existing Buildings
    - v. Construction of Parks
    - vi. Improvements to White Pine Trail
    - vii. Improve Accessibility to Downtown Area from White Pine Trail
    - viii. Commercial Business and Building Development and Redevelopment
    - ix. Municipal Buildings
    - x. Development of cohesive standardized city-wide signage standard
    - xi. Pedestrian/Bicycle Improvements

- xii. Business and Downtown Development and marketing
    - xiii. Establish Downtown Recreation and Annual Signature Events
  - b. \$848.80 transfer of leftover 2017-2018 DDA budget approved at February 8, 2018 City Council meeting
  - c. DDA priorities?
    - i. 1) Parking/Parking Signs 2) Bike Racks 3) Street Signs.
- B. Snow Removal Budget
  - a. 2017-2018 \$10,000 allocated by City Council to DDA for snow removal
  - b. 2017-2018 \$4,537.42 spent on snow removal
  - c. Motion to request the City Council allocate the remaining \$5,462,58 towards the DDA 2018-2019 snow removal budget
  - d. Future snow removal?
- C. 2018-2019 Budget
  - a.  $\$15,743.73 + \$5,462.58 + \$848.80 = \$22,055.11$  total
  - b. Budget funds allocation.

8. CITY MANAGER/DDA DIRECTOR'S REPORT.

9. TRUSTEE COMMENTS.

10. ADJOURNMENT.

**The next DDA meeting is Monday, July 30<sup>th</sup>, 2018 at 12 p.m.**



## OATH OF OFFICE

STATE OF MICHIGAN

COUNTY OF KENT

CITY OF CEDAR SPRINGS

I, **Sally Howland**, do solemnly swear (or affirm) that I will support the Constitution of the United States and the Constitution of the State of Michigan, the City Charter and Code of Ordinances of the City of Cedar Springs, and that I will faithfully discharge the duties of **Downtown Development Authority Board Member** to the best of my abilities.

Subscribed and sworn to before me this **29<sup>th</sup>** day of **January 2018**.

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**Sally Howland, Downtown Development Authority Board Member**

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**Rebecca Newland, City Clerk**



**Downtown Development Authority  
Board of Directors Meeting**

**Annual Reorganizational Meeting**

**Monday, January 29, 2018  
 12:00 p.m.  
 Cedar Springs City Hall  
 66 S. Main St.  
 Cedar Springs, Michigan**

1. City Clerk to called the meeting to order at 12:08 p.m. The Pledge of Allegiance was recited.
  - a. Oath of Office to newly appointed members: Todd Vriesenga.
  - b. Clerk to take nominations for the office of Chairperson.

Motion by **Powell** supported by **Gebhardt** to elect Perry Hopkins as the Chairperson.

**Roll Call Vote.                      5-0                      Motion Carried.**

- c. Oath of Office was issued to Chairperson Hopkins.
- d. Chairperson to take nominations for the office of Vice-Chairperson.

Motion by **Powell** supported by **Gebhardt** to elect Ringler as the Vice-Chairperson.

**Roll Call Vote.                      5-0                      Motion Carried.**

- e. Oath of Office issued to Vice-Chairperson Ringler.

2. ROLL CALL:	Mayor Gerald Hall	<u>Excused</u>
	Bernie Beier	<u>Excused</u>
	Sam Gebhardt	<u>Present</u>
	Todd Vriesenga	<u>Present</u>
	Kevin Marcus	<u>Excused</u>
	Rose Ellen Powell	<u>Present</u>
	Dave Ringler, Vice Chairperson	<u>Present</u>
	Sally Howland	<u>Excused</u>
	Perry Hopkins, Chairperson	<u>Present</u>

Motion by **Ringler** supported by **Powell** to excuse absent members.

**Voice Vote.                      5-0                      Motion Carried.**

3. PUBLIC COMMENTS.

None.

4. APPROVAL OF AGENDA.

Motion by **Ringler** supported by **Powell** to approve the agenda as presented.

**Voice Vote.**

**5-0**

**Motion Carried.**

5. CONSENT AGENDA.

A. Motion to approve the minutes of the November 27th, 2017 Regular Meeting.

Motion by **Powell** supported by **Gebhardt** to approve the minutes of the November 27<sup>th</sup>, 2017 regular meeting with one correction to insert “not” under discussion 6D.

**Voice Vote.**

**5-0**

**Motion Carried.**

6. UNFINISHED BUSINESS.

A. 2017-2018 Budget Plans-\$955.05

a. Unified Bike Racks

i. Rack Type

1. Classic Bike Bollards \$268
2. Bicycle Shaped Bike Rack \$478
3. Traditional bike rack 5-bike \$479
4. Park It bike racks 5-bike \$189

ii. Placement

1. City Hall Pocket Park
2. Riggle Park
3. Morley Park

**Vriesenga** stated that Amazon has the same bike racks and that he would like to explore the option of an alternative vendor and having them powder coated at Magnum Powder Coating, Inc. **Powell** would like to get an idea of how much it would cost DPW to install for the in ground mount.

Motion by **Ringler** supported by **Gebhardt** to recommend red powder coated Classic Bollard style bike rack up to 20 locations on Main street and 4 park placements for the traditional 5 bike park it style bike racks at the Pocket Park, Riggle Park, Morley Park, and the Heart of Cedar Springs.

**Roll Call Vote**

**5-0**

**Motion Carried.**

b. Parking Lot improvement

i. Parking lot identification/naming

1. City Hall-17 spots
2. Post Office Alley-15 spots
3. Community Garden-22 Spots
4. Old Library-26 spots
5. 2<sup>nd</sup> and Ash St.- 31

**Vriesenga** wanted to get an alternate quote to compare to the \$65,000 estimate provided. He wanted to get a quote from Lite Loads located in Hamilton, MI regarding the proposed new municipal parking lot.

- ii. Parking Lot signage
  - 1. Municipal lot
  - 2. Directional Arrows

**Ringler** was in favor of the presented municipal parking lot signage, but would prefer them in a true red color.

- iii. Parking spot blocks/painting

The board was in favor of painting the lines first and then installing parking spot barricades if they were still necessary.

- c. Municipal Signage
  - i. Branding/Symbol
  - ii. Street Signs 6X24 non-reflective

**Gebhardt** was not supportive of the fountain symbol and would like to see alternative options. **Ringler** said that he could have the graphic designer for the brewery draft a couple of options.

**Ringler** stated that the priority of the board could be summarized as 1) Parking/Parking Signs 2) Bike Racks 3) Street Signs.

## 7. NEW BUSINESS.

- A. 2018-2019 Budget meeting date
  - a. April 23<sup>rd</sup>, 2018
  - b. Estimated \$15,743.73, firm numbers at April meeting
  - c. Snow Plowing of sidewalks \$10,000

The board wanted to request that the unused balance from the \$1,500 City Council allocated be carried over to the next fiscal year.

## 8. CITY MANAGER/DDA DIRECTOR'S REPORT.

None.

## 9. TRUSTEE COMMENTS.

Gebhardt-enjoys the meetings.  
Powell- welcomed Vriesenga  
Hopkins- welcomed Vriesenga and thanked everyone for showing up.

## 10. ADJOURNMENT.

**Hopkins** adjourned the meeting at 1:05 p.m.

DRAFT

## 2018 Estimated Tax Capture

	Millage	Captured Value	Captured Amount
School Operating	0	651,111	-
School Sinking	0	651,111	-
School Debt	0	651,111	-
SET	0	651,111	-
KC-Jail	0.7893	651,111	513.92
KC-Senior	0.5	651,111	325.56
KC-Veteran	0.05	651,111	32.56
KC-Zoo/Mus	0.44	651,111	286.49
KC-Operating	4.2803	651,111	2,786.95
KISD	0	651,111	-
GRCC	1.7788	651,111	1,158.20
City - General	15.0642	651,111	9,808.47
City - Refuse	0.4	651,111	260.44
city - Library	0.8772	651,111	571.15
	<u>24.1798</u>		<u>15,743.73</u>

Creation of Off-Street Parking Lots

Alley Improvements

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Greetings City Council, Planning Commission, and DDA members

A group of individuals, organizations, and businesses have started planning a week of events in June (11<sup>th</sup> to 17<sup>th</sup>) to promote Cedar Springs and our Fire Department. Our goal is to have involvement from as many (if not all) of the organizations and boards in the Cedar Springs community in this week of events. We currently have citizens, Chamber of Commerce, CS Library, CBDT, Fire Department, Rotary, Kent Theatre, CS Historical Museum, and cub scouts committed to make this a success and at least 4 other boards in discussion.

We would like to invite you to join us on this effort to bond together celebrating Cedar Springs and its Fire Department as most of the Saturday events will be in support of the Fire Department and raising funds for a new fire station. When I say we, I don't mean we as in any one board; I mean *we the people* of Cedar Springs. If you/your board would like to be involved: please email me back at [csacopresident@gmail.com](mailto:csacopresident@gmail.com).

Thank you for your time

Perry T Hopkins and the

Cedar Springs Community Summer Celebration Committee