



**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. Call the meeting to order. Pledge of Allegiance.
2. ROLL CALL:

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

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

4. CONFLICTS OF INTEREST AND EX-PARTE COMMUNICATION INQUIRY

5. APPROVAL OF AGENDA

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.

7. UNFINISHED BUSINESS.

- A. Mural Color Draft
 - i. Motion to create a mural subcommittee.
- B. Street Community Event Exploratory Committee/Amphitheater Administration

8. NEW BUSINESS.

A. Sign Committee Report (if any)

B. Speed Radar Sign

9. CORRESPONDENCE.

A.

10. CITY MANAGER/DDA DIRECTOR'S REPORT.

11. TRUSTEE COMMENTS.

12. ADJOURNMENT.

The next DDA meeting is Monday, August 26, 2019 at 12 p.m.

Motion by **Powell** seconded by **Beier** to approve the agenda as presented.

Voice Vote

5-0

Motion Carried.

6. CONSENT AGENDA.

A. Motion to approve the minutes of the Regular Meeting May 20, 2019.

B. Motion to accept and file the financial report.

Motion **Powell** seconded by **Ensley** to accept the consent agenda as presented.

Voice Vote

5-0

Motion Carried.

7. UNFINISHED BUSINESS.

A. Motion to recommend to the City Council the installation of bike racks at previously recommended locations and have DDA members install them with DPW assistance.

Motion by **Powell** seconded by **Ensley** to recommend to the City Council the installation of bike racks at previously recommended locations and have DDA members install them with DPW assistance.

Voice Vote

5-0

Motion Carried.

B. Welcome Sign 3ft wide

- i) Welcome to” in the top curve, and “City of Cedar Springs” in the bottom
- ii) “City of Cedar Springs” in the top curve, and “Welcome to our Town” in bottom
- iii) “City of Cedar Springs” in the top curve, and “Welcome” in the bottom
- iv) Formation of a sign sub-committee

Womack suggested that the DDA create a sign sub-committee to work with the sign company directly to obtain quotes and sign proofs. **Powell** reported that she would like to see the most important words be the largest on the sign. She would also like to see a sign at the White Pine Trail by the Staging Area. **Hopkins** suggested two signs near the White Pine Trail at each end of town. **Powell** will work to bring back 2 signs for near the trail and one for the staging area that faces the trail.

Motion by **Beier** seconded by **Ensley** to form a committee of 2 to figure out signs: Rose Powell and Bernie Beier.

Voice Vote

5-0

Motion Carried.

C. Mural or Banners, budget is \$5000

- a. Mural estimated cost \$8000
 - i. Mural Draft image 1
 - ii. Mural Draft image 2
 - iii. Mural potential locations
 - 1. South side of 71 N. Main St. (Ensley building)
 - 2. West side of 58 S. Main St. (cold storage building)
 - 3. West side of 85 W. Elm St. (staging area storage building)

Womack reported that the board has only budgeted \$5,000 for either banners or a mural. He would like some clarification from the board which option would be the

priority. **Ensley** reported that if the mural was on her building she would pony up the remaining \$3,000. She also stated that due to her licensing the mural would have to include the same size sign that is currently on the building. **Powell** thought that the public needed some input on the design. She also suggested adding the flowing well.

Motion by **Ensley** seconded by **Gebhardt** to authorize up to \$200 for a proposed color draft of the mural.

Roll Call Vote

5-0

Motion Carried.

b. Copies Plus

- i. 18" x 36" heavy duty 18oz blackout vinyl
- ii. \$1620.00 +tx qty 60 Banners (\$27.00 ea)
\$2400.00 +tx qty 60 18" Pole Brackets (\$40.00/set)
\$4020.00 +tx TOTAL

Hopkins is working to see if he can get a sponsor to possibly assist in purchasing some banners for the downtown area.

c. Northern Lights

- i. 18X36 22 Oz Vinyl
- ii. \$1200 60 Banners
\$3000 60 18 inch brackets
\$4804.50 total

d. Display Wholesale

- i. Brackets \$240 for 10 bracket kits
- ii. 60 brackets=\$1440

D. Street Community Event Exploratory Committee/Amphitheater Administration

Hopkins reported that Sparta and Rockford use their community event application to administer their amphitheater. **Powell** expressed that there will likely need to be some kind of contract to ensure the upkeep of the building after each use.

8. NEW BUSINESS.

None.

9. CORRESPONDENCE.

- A. Garden Club Award- Powell reported that the Garden Club made \$400 in sales from their sidewalk sales.
- B. City Council approved delineator pedestrian safety island at White Pine Trail and Muskegon
- C. Planter Box idea for future
- D. DDA new reporting requirements

10. CITY MANAGER/DDA DIRECTOR'S REPORT.

Womack reported that the bike rack location and installation needs to be legally approved by the City Council, but he thinks they can be installed prior to the next City Council meeting and then approved at a later date.

11. TRUSTEE COMMENTS.

Beier reported that he thought that the amphitheater would need to collect some kind of fee. He also announced that they had approximately 140 test drives for the Ford sponsored fundraiser.

Ensley stated that there were areas of Morley Park that had been vandalized. She also was asked by a community member who was planning on weeding the flower beds on Main Street.

Gebhardt reported that in government the wheels turn slowly and we need to be patient.

Powell said that she ran into Kevin Marcus and he had major heart surgery and is doing well. She thanked the Chamber of Commerce for all of their hard work on the Summer Celebration. She reminded the board that in the past the businesses on Main Street adopted flower boxes and assisted with weeding and watering. She reported that Meijer will recycle ink cartridges and that Sand Lake VFW will have bingo on the 3rd and 4th.

Hopkins was happy that the summer celebration had over a dozen organizations work together to put all of the events on. He was surprised that he didn't see more key people at the events.

12. ADJOURNMENT.

Motion by **Gebhardt** seconded **Beier** by to adjourn at 1:09pm.

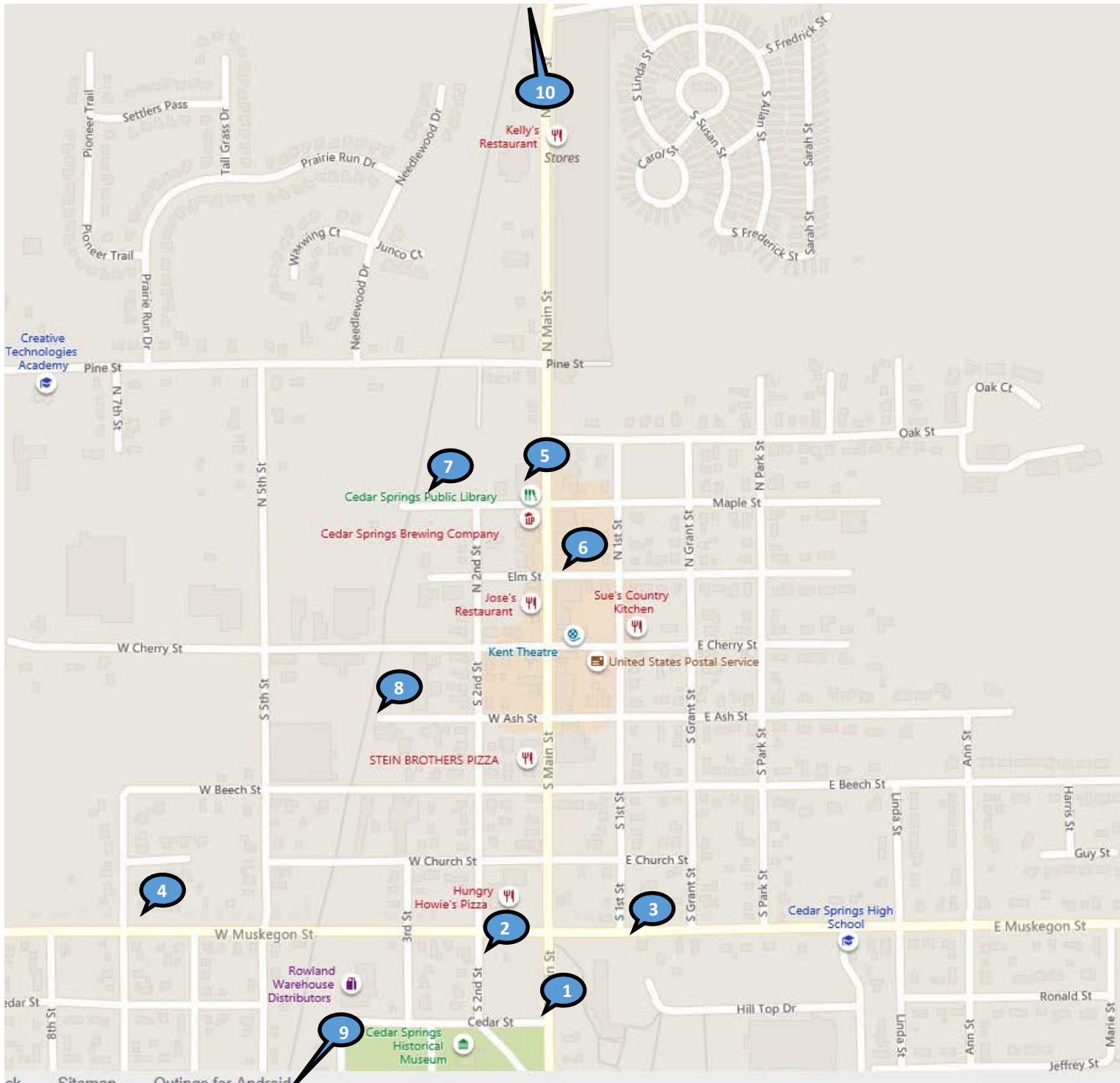
Voice Vote

5-0

Motion Carried.

Rebecca Johnson, City Clerk

Perry Hopkins, DDA Vice-Chairperson



Sign Recommendations:

- 1 - Morley Park & Museum
(Corner of S. Main and Cedar)
- 2: Business district, ♥ of Cedar
Springs & City Hall (W Mus-
kegon and Second)
- 3: Identical to #2 (E. Muskegon
and First)
- 4: Riggle Park (W. Muskegon
and 7th - 2-sided sign)
- 5: ♥ of Cedar Springs (Maple
and Main)*
- 6: Senior Center (Elm and Main
- place on the telephone pole)
- 7: Welcome to Cedar Springs/
Business District (Maple & W.P.
Trail)
- 8: Police (Ash & Main)
- 9: Welcome to Cedar Springs
(South facing at Display Pack
and the W. P. Trail)
- 10: Welcome to Cedar Springs
(North facing just South of Ce-
dar Springs Ave and W. P. Trail)

**Replace "Parking" sign cur-
rently on the telephone pole
with a new red one*







1220 Kennestone Circle
Suite 130
Marietta, GA 30066

PROPOSED BY:	
Name	William Warwick
Phone	Office: (678) 965-4814 Mobile: (770)878-3869 wwarwick@radarsign.com
Fax	678-278-1256

Quotation

Date:

PROPOSED TO / SOLD TO:	SHIP TO:	
TC-600 Solar	TC-600 Solar	Account
		Address
		City, ST, Zip
		Phone
		Email
		Attention

P. O. NUMBER	TERMS		F.O.B
			Marietta, GA

LINE #	QTY	PART #	DESCRIPTION	PRICE EACH	TOTALS
1	1	TC 600S	Solar Power Radar Sign 13" Full Matrix Display: speeds readable at 600 feet 13" LED display - superbright amber with est. 100,000 hour life Solar panel pole mounting bracket (AA003) Two 12V 18 amp hour AGM batteries, provides up to 12 days backup operation K Band radar, meets FCC Part 15 rules, detection range up to 1200 feet "SLOW DOWN" & "TOO FAST" speeder alert messages 3/8" thick Bashplate™ (provides the ultimate in vandal protection of sign) Wi-Fi wireless transmitter, communication range up to 300 feet	\$3,595.00 Included Included Included Included Included Included	\$3,595.00
2	1	AA063	Universal Pole Mount Pivot Bracket set (includes tilt feature)	Included	
3	0	AA073	Optional Heavy Duty Lock for Universal Pivot Bracket (TC-600)	\$20.00	\$0.00
4	0	AC027	Large pipe clamp set for mounting solar bracket on 4"-6" OD round pole	\$14.00	\$0.00
5	0	AC026	Small pipe clamp set for mounting solar bracket on 2.5" - 4" OD round pole	\$12.00	\$0.00
6	0	AA061	Optional Simulated Camera Flash	\$90.00	\$0.00
7	0	AA064	Optional Red/Blue Strobe	\$90.00	\$0.00
8	0	AA068	Optional Alert Messages, EACH, per sign: Smiley Face, Right or Left Chevrons, SHARP CURVE, FINE \$xxx,	\$90.00	\$0.00
9	0	AA067	Optional Date/Time Calendar Programmer: (Set operation by date for entire year)	\$90.00	\$0.00
10	1	RS019	Standard faceplate, 28" x 33", 4" lettering: (White RS019, Fl. Yellow/Green RS020, Orange RS021, Yellow RS022) & hardware kit (AA062)	Included	
11	1	AA041	46 watt solar panel, standard: supports Hyper-Alerts for maximum 4 hour daily operation in warm, sunny climates	Included	
12	1	RW002	Two year warranty (includes parts & labor, and backup batteries)	Included	
13	1	SS002	StreetSmart Data Collection software license (per sign) 35 charts & graphs Provides weekly, daily, hourly, and 1/2 hour data on # of vehicles, # of speeders, average speeds, peak speeds, 50th & 85th percentile	\$275.00	\$275.00
14	1	SHPK	Ground Shipping for TC-600S with solar panel	\$140.00	\$140.00

Minimum re-stock fee: 15%

* Quote valid for 60 days. Pricing does not include any international taxes, fees, or duties or US State Sales Taxes.

TOTAL \$4,010.00

Authorized Signature

Print Name/Title

Date