



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

**Monday, June 28, 2021
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:

Jody Arp	_____
Bernie Beier	_____
Laura Ensley	_____
Gerald Hall, Mayor	_____
Sally Howland	_____
Rose Ellen Powell	_____
Todd Vriesenga, Vice Chairperson	_____
Tom Wilkes	_____
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 May 24, 2021.

- B. Motion to accept and file the financial report.

- a. Balance Sheet
- b. Revenues/Expenses

- C. Motion to approve the DDA purchase of flowers and flower hanging baskets at a cost not to exceed \$1,132.83 and to pay the Ensley Builders invoice.

D. Motion to approve paying \$1000.00 towards the Kent County Sheriff's Department bill of \$2,392.00 for the Rogue Racing Promotions Bike Race

7. UNFINISHED BUSINESS.

A.

8. NEW BUSINESS.

- A. Discussion on cleanup/maintenance activities in the DDA district
 - a. Gloria and Dennis Graves
 - b. DPW Summer Help employee Corey
- B. Discussion on Summer priorities
- C. Discussion on Autumn/Winter projects
 - a. Hay Bale Decorations
 - b. Flower Pot Decorations
 - c. Light up Main St.
- D. Discussion on the Cedar Blitz Bicycle Race
- E. Discussion on Summer Concert Series-Wednesdays 7pm-9pm
 - a. Social District
 - b. Children's Activities/Business promotion

9. CORRESPONDENCE.

- A. Main Street Microgrants
- B. 06-28-21 DDA Zoom public notice

10. CITY MANAGER/DDA DIRECTOR'S REPORT.

11. TRUSTEE COMMENTS.

12. ADJOURNMENT.

The next DDA meeting is Monday, July 26, 2021 at 12 p.m.



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

**Monday, March 29, 2021
12:00 p.m.**

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

1. **Ringler** called the Informational DDA meeting to order at 12:01 pm. The Pledge of Allegiance was recited.
2. ROLL CALL:

Jody Arp	<u>Present</u>
Bernie Beier	<u>Present</u>
Laura Ensley	<u>Zoom-Cedar Springs, MI</u>
Gerald Hall, Mayor	<u>Present</u>
Sally Howland	<u>Present</u>
Rose Ellen Powell	<u>Present</u>
Todd Vriesenga, Vice Chairperson	<u>Present</u>
Tom Wilkes	<u>Zoom-Cedar Springs, MI</u>
Dave Ringler, Chairperson	<u>Zoom-Cedar Springs, MI</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.

None.

4. INFORMATIONAL PRESENTATION

- A. Presentation- City Manager Michael Womack
 - a. Creation of New Off-Street Parking Lots

Womack reviewed the 2017 DDA Plan and reviewed the available off street parking.

- B. Public Question & Answer

None.

5. ADJOURNMENT.

Motion by **Hall** seconded **Howland** to adjourn the meeting at 12:08pm.

Voice Vote

7-0

Motion Carried.

Rebecca Johnson, City Clerk

David Ringler, Chairperson

DRAFT



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

**Monday, March 29, 2021
12:00 p.m.**

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

1. **Ringler** called the Informational DDA meeting to order at 12:08 pm. The Pledge of Allegiance was recited.

2. ROLL CALL:

Jody Arp	<u>Present</u>
Bernie Beier	<u>Present</u>
Laura Ensley	<u>Zoom-Cedar Springs, MI</u>
Gerald Hall, Mayor	<u>Present</u>
Sally Howland	<u>Present</u>
Rose Ellen Powell	<u>Present</u>
Todd Vriesenga, Vice Chairperson	<u>Present</u>
Tom Wilkes	<u>Zoom-Cedar Springs, MI</u>
Dave Ringler, Chairperson	<u>Zoom-Cedar Springs, MI</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.

Rose Powell reported that they garden club is going to start working on the community garden and they may need additional funding.

4. CONFLICTS OF INTEREST AND EX-PARTE COMMUNICATION INQUIRY

None.

5. APPROVAL OF AGENDA

Motion by **Ensley** seconded by **Wilkes** to approve the agenda with the addition of 8Ab O'Dowd Landscaping quote of \$250 per push and 7D Motion to approve to spend up to \$1500 for a Christmas Light display.

Voice Vote

9-0

Motion Carried.

6. CONSENT AGENDA.

- A. Motion to approve the minutes of the Regular Meeting February 22, 2021.
- B. Motion to accept and file the financial report.
 - a. Balance Sheet
 - b. Revenues and Expenses

Motion by **Vriesenga** seconded by **Ensley** to approve the consent agenda as presented.

Voice Vote

9-0

Motion Carried.

7. UNFINISHED BUSINESS.

- A. Motion to approve and recommend the 2021-2022 DDA Budget to the City Council as presented
 - 21/22 Budget
 - a) \$500 Portable Restrooms
 - b) \$2000 Community Event Sponsorship (Concerts \$1000, Bike Race \$1000)
 - c) \$1000 Signs (social district)
 - d) \$5000 Parking Lots and Parking Lot signage/improvements
 - e) \$6000 Seasonal Employee
 - f) \$3000 Public Art (Mural/Sculptures/Banners)
 - g) \$6000 Welcome Sign Mural
 - h) \$1500 Flower Box Expense
 - i) \$1500 for Winter Holiday Lights Display
 - j) \$300 Printing and Publishing
 - k) \$100 Water Utility Expense
 - l) \$500 Electric Utility Expense
 - m) \$1000 Wages
 - n) \$1000 Equipment Rental Expense
 - o) \$1000 Material Expense
 - p) \$7,000 Winter Snow Removal
 - q) \$930 Training

Budget=\$ 38,330

Motion by **Hall** seconded by **Ensley** to approve and recommend the 2021-2022 DDA Budget to the City Council as presented.

Roll Call Vote

9-0

Motion Carried.

- B. Motion to recommend to the City Council that they approve of the Social District plan.

Motion by **Hall** seconded by **Vriesenga** to recommend to the City Council that they approve of the Social District plan.

Voice Vote

9-0

Motion Carried.

- C. Motion to approve the Elm Street Garage Mural of _____ size for a price not to exceed _____

Ringler reported that he was glad that he got vaccinated and that the board has made tremendous progress on many projects. He reminded everyone of the upcoming events at the Brewery.

12. ADJOURNMENT.

Motion by **Ensley** seconded by **Arp** to adjourn the meeting at 12:47pm.

Voice Vote

9-0

Motion Carried.

Rebecca Johnson, City Clerk

David Ringler, Chairperson

DRAFT

Fund 250 Downtown Development (DDA)

GL Number	Description	Balance
*** Assets ***		
250-000.000-001.110	CASH IN BANK	33,578.91
250-000.000-100.000	Prepaid Expenses	675.00
Total Assets		34,253.91
*** Liabilities ***		
Total Liabilities		0.00
*** Fund Balance ***		
250-000.000-390.000	Unrestricted Fund Balance	21,473.49
Total Fund Balance		21,473.49
Beginning Fund Balance		21,473.49
Net of Revenues VS Expenditures		12,780.42
Ending Fund Balance		34,253.91
Total Liabilities And Fund Balance		34,253.91

PERIOD ENDING 06/30/2021

GL NUMBER	DESCRIPTION	2020-21 AMENDED BUDGET	YTD BALANCE 06/30/2021	ACTIVITY FOR MONTH 06/30/2021	AVAILABLE BALANCE	% BDGT USED
Fund 250 - Downtown Development (DDA)						
Revenues						
Dept 000.000						
250-000.000-401.100	Captured City Taxes	16,930.00	19,312.76	0.00	(2,382.76)	114.07
250-000.000-402.100	Captured Comm College Tax	1,810.00	2,052.33	0.00	(242.33)	113.39
250-000.000-402.200	Captured Kent County Taxes	6,180.00	7,005.10	0.00	(825.10)	113.35
250-000.000-664.000	Interest Earned	0.00	26.78	0.00	(26.78)	100.00
250-000.000-698.000	Miscellaneous	0.00	120.00	0.00	(120.00)	100.00
Total Dept 000.000		24,920.00	28,516.97	0.00	(3,596.97)	114.43
TOTAL REVENUES		24,920.00	28,516.97	0.00	(3,596.97)	114.43
Expenditures						
Dept 740.000 - DDA						
250-740.000-702.000	WAGES - FULL TIME EMPLOYEES	2,500.00	268.06	0.00	2,231.94	10.72
250-740.000-716.000	Medical/Dental/Vision/Life Insurance	0.00	4.91	0.00	(4.91)	100.00
250-740.000-725.000	Unemployment Empl Benefit Exp	0.00	0.09	0.00	(0.09)	100.00
250-740.000-782.000	Material Expense	1,000.00	1,211.09	0.00	(211.09)	121.11
250-740.000-801.000	PROF SVC - PORTABLE RESTROOMS	500.00	0.00	0.00	500.00	0.00
250-740.000-871.100	PARKING LOTS W/ SIGNS	5,000.00	0.00	0.00	5,000.00	0.00
250-740.000-871.200	STREET SIGNS	500.00	1,613.04	0.00	(1,113.04)	322.61
250-740.000-871.300	BENCHES/GARBAGE CANS	5,000.00	0.00	0.00	5,000.00	0.00
250-740.000-871.400	BANNERS OR PUBLIC ART	5,000.00	10,750.00	0.00	(5,750.00)	215.00
250-740.000-871.500	FLOWER BOX EXPENSE	1,500.00	0.00	0.00	1,500.00	0.00
250-740.000-900.000	Printing/Publishing Expense	200.00	216.00	0.00	(16.00)	108.00
250-740.000-918.000	Pension Expense	0.00	31.88	0.00	(31.88)	100.00
250-740.000-919.000	Social Security Expense	0.00	20.51	0.00	(20.51)	100.00
250-740.000-922.000	Water Utility Expense	100.00	0.00	0.00	100.00	0.00
250-740.000-924.000	Telephone Expense	0.00	(0.20)	0.00	0.20	100.00
250-740.000-940.000	Equipment Rental Expense	1,000.00	497.21	0.00	502.79	49.72
250-740.000-956.000	MISC/CONCERTS/BIKE RACE	2,000.00	1,123.96	1,123.96	876.04	56.20
250-740.000-999.100	Appropriation to Fund Balance	620.00	0.00	0.00	620.00	0.00
Total Dept 740.000 - DDA		24,920.00	15,736.55	1,123.96	9,183.45	63.15
TOTAL EXPENDITURES		24,920.00	15,736.55	1,123.96	9,183.45	63.15
Fund 250 - Downtown Development (DDA):						
TOTAL REVENUES		24,920.00	28,516.97	0.00	(3,596.97)	114.43
TOTAL EXPENDITURES		24,920.00	15,736.55	1,123.96	9,183.45	63.15
NET OF REVENUES & EXPENDITURES		0.00	12,780.42	(1,123.96)	(12,780.42)	100.00

Countryside Greenhouse
9050 Lake Michigan Drive
Allendale MI 49401

Sales Receipt

Transaction #: 180810
Account #: 000000000751
Date: 5/6/2021 Time: 2:48 PM
Cashier: 1 Register #: 14

Item	Description	Amount
79915078216	Dipladenia - Red	\$4.99
79915078216	Dipladenia - Red	\$4.99
79915078216	Dipladenia - Red	\$4.99
79915078216	Dipladenia - Red	\$4.99
79915078216	Dipladenia - Red	\$4.99
79915078216	Dipladenia - Red	\$4.99
79915078216	Dipladenia - Red	\$4.99
79915078216	Dipladenia - Red	\$4.99
79915078216	Dipladenia - Red	\$4.99
79915003443	Dipladenia - White	\$4.99
79915003443	Dipladenia - White	\$4.99
79915003443	Dipladenia - White	\$4.99
79915006740	Sun Combo - 18" 15 @ \$69.99	\$1,049.85
79915003443	Dipladenia - White	\$4.99
79915006497	Spike 4"	\$2.00
79915005088	Sun Combo #2202	\$89.99
79915006497	Spike 4"	\$2.00
79915006497	Spike 4"	\$2.00
79915006497	Spike 4"	\$2.00
79915006497	Spike 4"	\$2.00
85280100675	Succulent - 2" Round	\$2.99
79915006559	Geranium - Cranberry Sizzl e /	\$19.99
79915005088	Sun Combo #2202	\$89.99
85280100627	Perennial Assortment #1	\$9.99
79915004836	Verbena Obsession Mix	\$5.99
79915003204	Cone Basket Support	\$1.00
79915003204	Cone Basket Support	\$1.00
79915004289	Sun Combo - Cone Basket 14 "	\$47.99
79915004289	Sun Combo - Cone Basket 14 "	\$47.99
79915006498	Annual trailing vine	\$2.00
79915006498	Annual trailing vine	\$2.00
79915006497	Spike 4"	\$2.00
79915006497	Spike 4"	\$2.00
79915006497	Spike 4"	\$2.00
79915001608	Dollar Menu Item 8 @ \$1.00	\$8.00
79915006498	Annual trailing vine	\$2.00
79915006498	Annual trailing vine	\$2.00
79915006498	Annual trailing vine	\$2.00
79915006498	Annual trailing vine	\$2.00
79915001608	Dollar Menu Item 8 @ \$1.00	\$8.00
79915002727	New Guinea Impatien - Cele brat	\$19.99
79915070371	Next Day Delivery	\$19.99
	Sub Total	\$1,510.63
	01: Tax Standard	\$90.64
	Total	\$1,601.27



County of Kent
 300 Monroe Ave NW
 Grand Rapids, MI 49503-2221
 (616)632-7600



INVOICE	Customer Name		Page 1
	ROGUE RACING PROMOTIONS, LLC		
	Customer Number	Invoice Number	Invoice Date
	VC008694	21060200752	06-04-21
	AR Dept BPRO		Due Date
301:1040		07-06-21	
Amount Due		Amount Enclosed	
\$2,392.00			

Remit to:
 Kent County Treasurer Department
 300 Monroe NW
 Grand Rapids MI 49503

Bill to:
 ROGUE RACING PROMOTIONS, LLC
 7246 REZEN DR NE
 ROCKFORD MI 49341

Payment Method: Check Money Order

If your address has changed, please contact the Fiscal Services Department at 616-632-7600.

Please write Invoice No. on front of check or Money Order. DO NOT MAIL CASH

Please detach the above stub and return with your remittance payable to

County of Kent

ORIGINAL

Customer Number	Orig. Inv. Date	Orig. Due Date
VC008694	06-04-21	07-06-21
Customer Name	Invoice Number	Invoice Date
ROGUE RACING PROMOTIONS, LLC	21060200752	06-04-21

Invoice Charges

Ref Line No.	DESCRIPTION	Billing Date	No.of Units	Unit of Measure	Unit Price	Charges/Credit
1	9 deputies working 5/22/21 Gravel Bike Race - various traffic points near Cedar Springs	06-04-21	26.000	Hour	92.00	\$2,392.00
TOTAL INVOICE Charges						\$2,392.00

Other Charges

DESCRIPTION	Date	Charges
Total Other Charges		

Credit Payments Applied	\$0.00
Total Amount Due By 07-06-21	\$2,392.00

Instructions

If any questions, please contact Sheriff Department directly @ 616-632-6117.

2021 Cedar Blitz Gravel Bike Race

May 22

Event Date	Time In	Time Out	# Hours	Hours Billed	Deputy
5/22/2021	9:00	11:30	2:30	2.50	Ritchie, B. Sgt.
5/22/2021	8:30	11:15	2:45	2.75	Stuart, K.
5/22/2021	8:45	12:15	3:30	3.50	Svoboda, J.
5/22/2021	9:15	11:15	2:00	2.00	Smith, E.
5/22/2021	8:45	12:15	3:30	3.50	Vickery, G.
5/22/2021	8:45	11:30	2:45	2.75	Wells, C.
5/22/2021	9:30	11:30	2:00	2.00	Alderink, D.
5/22/2021	8:30	12:15	3:45	3.75	Morey, M. Sgt.
5/22/2021	8:30	11:45	3:15	3.25	Walkons, T.

26.00



City Manager's Office

**Cedar Springs City Hall
66 S. Main St. PO Box 310
Cedar Springs, MI 49319**

06-22-21

**RE: 2021 Summer Concert Series
Chamber Promotion and
Kids Activities**

The inaugural summer concert series event on June 16th was immediately preceded by a Chamber of Commerce event, both events were well attended by parents and children alike. The City, the Downtown Development Authority and the Chamber of Commerce wish to work together to continue to both create opportunities for business growth and group recognition and simultaneously provide fun and activities for the citizens (especially children) of Cedar Springs.


In that light, I believe that these goals can be accomplished by opening the Cedar Springs Music in the Heart Summer Concert Series to more Chamber and DDA involvement, similar to what occurred at the June 16th concert. In opening the Summer Concert Series to additional Chamber and DDA involvement, here are the guidelines that I would require of participants moving forward.

1. That participating groups or businesses must either be active members of the Chamber of Commerce or be located within the Downtown Development area.
2. The Chamber and DDA involvement shall only occur during the Music in Heart concert series, being Wednesdays in June, July and August of 2021.
3. That participating groups or businesses focus on brand and business awareness, recognition and citizen interaction but shall not sell or offer for sale any type of service or merchandise at the event. This should be seen by both the groups/businesses and citizens as an opportunity to "get to know each other" outside of a sales interaction and to put a human face with the group/business. Groups/businesses can hand out educational literature, contact information, job applications etc. and discuss same with any citizen interested.
4. The only businesses permitted to sell anything are food and drink vendors selling food or drink. Each food or drink vendor must only sell food and drink that receives or is exempt from a Kent County Health Department temporary food license.
5. While brand and business awareness, recognition and citizen interaction are permitted, the focus of involvement should be to enhance the concert experience for children. At least one group or business per week should be managing a "children's experience" at little or no cost or expense to the child. Groups and businesses that are not able to manage a children's experience or event on their own are strongly encouraged to donate time or resources to those groups or businesses that do put on a children's experience.
6. Groups/businesses are permitted to setup small tables, chairs and small tents and small signage in the Heart of Cedar Springs park as part of their brand and business awareness, recognition and citizen interaction. Each setup shall be generally placed along the southern

border and eastern asphalt path border areas of the park. Children's activities can be placed near or at the group/business setup in those areas or larger children's activities can be placed in the southwestern corner of the park (between the gravel path and the White Pine Trail), out of the line of site of the concert.

7. All activities shall keep noise to a minimum so as to not interfere with the music concert between 7-9pm. No activities can occur at the park before 5pm nor after 10pm. Tables, chairs, tent and signage placement shall not interfere with citizen's ability to view, hear or enjoy the music concert.
8. No group/business is permitted to drive or park any motor vehicle in or on the Heart of Cedar Springs park area. All tables, chairs etc. should be carried in or brought in by dolly, handcart or wagon. Special requests to drive a motor vehicle onto park property shall be directed to the City Manager.
9. No group/business is permitted to engage in, promote or allow any dangerous activities while on City property. Children's activities shall be conducted in such a way as to minimize chances of injury. No activity shall be permitted that violates the City's laws or insurance coverage.
10. Groups and businesses interested in participating in either group/business promotion or children's activities are encouraged to sign-up to participate through the Chamber of Commerce's Sign Up Genius-CS Concerts in the park/Kids Activities.
11. The City Manager can modify, alter or change any of these guidelines or requirements at any time in the interests of citizen safety, community preservation and compliance with other legal requirements.

Sincerely,



Mike Womack City Manager
City of Cedar Springs
66 S Main St, Cedar Springs, MI 49319
manager@cityofcedarsprings.org



**Public Notice
City of Cedar Springs**

**Regular Meeting of the
Downtown Development Authority**

Monday, June 28, 2021

12:00 p.m.

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

The purpose of the regularly scheduled meeting is to act and discuss any business that may come before the Downtown Development Authority.

PLEASE NOTE: To mitigate the spread of the COVID-19 pandemic, protect the public health, and provide essential protections to City of Cedar Springs residents; the City of Cedar Springs boards and commissions are conducting all meetings by video teleconference.

MEANS FOR PUBLIC PARTICIPATION:

- **Public comments may be submitted to the City Manager by email at any time prior to the meeting at manager@cityofcedarsprings.org Comments submitted will be read aloud during the public comment portion of the meeting.**
- **Members of the public who attend at the location of the meeting may address the members during the public comment period via videoconference.**
- **Any member of the public wishing to listen to the proceedings or provide public comment may do so by using the following internet connection or phone numbers and pass code:**

<https://us02web.zoom.us/j/86414321051>

Meeting ID: 864 1432 1051

Phone Options: 1(646)558-8656 Meeting ID: 864 1432 1051#

or

1(312)626-6799 Meeting ID: 864 1432 1051#

[Agendas](#), [public notices](#), full meeting [packets](#) of the meetings, and [contact information](#) for members of the board that are participating remotely may be found at the City of Cedar Springs's website www.cityofcedarsprings.org

ACCESSIBILITY FOR INDIVIDUALS WITH DISABILITIES: Meetings of the Cedar Springs Boards and Commissions are available on the City of Cedar Springs

YouTube Channel:

https://www.youtube.com/channel/UCoShqbamJ4TUESE_ykoK_PA/playlists

YouTube provides real time closed caption transcriptions of the Board's meetings. Enable captions by clicking the "Closed Captioning" or "CC" icon on the bottom bar. Please contact the City Clerk's office at (616)696-1330 Ext. 101 prior to the meeting if additional assistance is needed to assist individuals with accessibility.

Rebecca Johnson
City Clerk
616.696.1330

Dated: June 14, 2021 at 5:30 p.m.

From: [Michigan Municipal League](#)
To: [clerk](#)
Subject: Expanded Main Street Microgrants – Apply today!
Date: Friday, May 21, 2021 10:09:19 AM



**All MML Member Communities
Now Eligible for Main Street Microgrants
New Application Deadline: June 21**

The program offers \$5,000 microgrants to local businesses & artists for collaborations on creative public space projects that bring people back to commercial corridors & main streets and support the local economy.

Small businesses and artists are **key** to successful communities.
They play a role economically, socially, and culturally.

They are Bridge Builders.

Bridge Builders intentionally & creatively bring people together across differences to repair broken relationships in their community.

Sample projects include:

- *Placemaking activities that use arts & creative expression to elevate cultural traditions*
- *Performative pieces (e.g. theater in parking lots, street musicians)*
- *Creative wayfinding signage*
- *Tours (self-guided or otherwise) that celebrate local history, culture, art, businesses, etc.*
Not an exhaustive list. Examples are meant to help generate ideas!

Spread the word to your local businesses, artists, DDAs, Chambers of Commerce, and anyone who may be interested in applying.

[Learn More](#)



The Main Street Microgrants are made possible by the DTE Energy Foundation.



QUESTIONS?

Email questions to grants@mml.org.
Visit www.mmlfoundation.org/grants for more details.



Michigan Municipal League | 1675 Green Road, Ann Arbor, MI 48105

[Unsubscribe clerk@cityofcedarsprings.org](mailto:clerk@cityofcedarsprings.org)

[Update Profile](#) | [Constant Contact Data Notice](#)

Sent by mmlfoundation@mml.org