



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

**AGENDA**

**Monday, August 29, 2022  
 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	_____
Pamela Conley, Mayor	_____
Sally Howland	_____
Rose Ellen Powell	_____
Dave Ringler	_____
Todd Vriesenga	_____
Tom Wilkes	_____

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 July 25, 2022.

B. Motion to accept and file the financial report.

C. Motion to approve \$4800 for the 2022 Free Summer Movies at the Kent Theater

7. UNFINISHED BUSINESS.

A. Discussion on choosing date/time options for Autumn strategic planning session

8. NEW BUSINESS.

A. Discussion on 2023 Classics at the Kent Theater summer movie series

9. CORRESPONDENCE.

A. 2022 Calendar

B. 2022 Free Summer Movies at the Kent Theater attendance estimates

10. CITY MANAGER/DDA DIRECTOR'S REPORT.

11. TRUSTEE COMMENTS.

12. ADJOURNMENT.





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

**MINUTES**

**Monday, June 27, 2022  
12:00 p.m.**

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

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

Jody Arp	<u>Excused</u>
Bernie Beier	<u>Present</u>
Laura Ensley	<u>Present</u>
Pamela Conley, Mayor	<u>Present</u>
Sally Howland	<u>Present</u>
Rose Ellen Powell	<u>Excused</u>
Dave Ringler	<u>Present</u>
Todd Vriesenga	<u>Present</u>
Tom Wilkes	<u>Excused</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. CONFLICTS OF INTEREST AND EX-PARTE COMMUNICATION INQUIRY.

None.

5. APPROVAL OF AGENDA.

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

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

6. CONSENT AGENDA.

A. Motion to approve the minutes of the Special Meeting May 16, 2022.

B. Motion to accept and file the financial report.

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

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

7. UNFINISHED BUSINESS.

A. None.

8. NEW BUSINESS.

A. Motion to approve paying Geoff Clark \$550 for the installation of GFI outlet covers as part of the Winter Holiday Lights Display

Motion by **Conley** seconded by **Ensley** to approve paying Geoff Clark in an amount not to exceed \$550 for the installation of GFI outlet covers as part of the Winter Holiday Lights Display.

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

B. Motion to authorize the City Manager to pay ongoing bills related to the installation of the Winter Holiday Lights Display in an amount not to exceed \$8000

Motion by **Conley** seconded by **Howland** to authorize the City Manager to pay ongoing bills related to the installation of the Winter Holiday Lights Display in an amount not to exceed \$8000

C. Discussion regarding a strategic planning session for the DDA

D. Discussion regarding social district

- a. July 2<sup>nd</sup> Patriot Motor event
  - b. July 2<sup>nd</sup>, 12N-5pm Social District Authorization
  - c. July 2<sup>nd</sup> Road Closure Map
9. CORRESPONDENCE.
- A. 2022 Calendar
  - B. Music in the Heart
  - C. Comedies at the Kent
    - a. Attendance: Beetlejuice=55+ persons  
Meet the Parents=30+ persons  
Happy Gilmore= 65 persons
  - D. 2022 DDA Budget
10. CITY MANAGER/DDA DIRECTOR'S REPORT.
11. TRUSTEE COMMENTS.
12. ADJOURNMENT.

Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY

GL Number	Description	Balance
*** Assets ***		
248-000-001.110	CASH IN BANK	96,992.35
<b>Total Assets</b>		<b>96,992.35</b>
*** Liabilities ***		
<b>Total Liabilities</b>		<b>0.00</b>
*** Fund Balance ***		
248-000-390.000	Fund Balance	31,420.65
<b>Total Fund Balance</b>		<b>31,420.65</b>
<b>Beginning Fund Balance - 21-22</b>		<b>31,420.65</b>
<b>Net of Revenues VS Expenditures - 21-22</b>		<b>14,340.67</b>
<b>*21-22 End FB/22-23 Beg FB</b>		<b>45,761.32</b>
<b>Net of Revenues VS Expenditures - Current Year</b>		<b>51,231.03</b>
<b>Ending Fund Balance</b>		<b>96,992.35</b>
<b>Total Liabilities And Fund Balance</b>		<b>96,992.35</b>

\* Year Not Closed

PERIOD ENDING 08/31/2022

GL NUMBER	DESCRIPTION	2022-23 AMENDED BUDGET	YTD BALANCE 08/31/2022	ACTIVITY FOR MONTH 08/31/2022	AVAILABLE BALANCE	% BDGT USED
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY						
Revenues						
Dept 000						
248-000-401.100	Captured City Taxes	46,760.00	45,893.35	0.00	866.65	98.15
248-000-402.100	Captured Comm College Tax	4,920.00	4,670.89	0.00	249.11	94.94
248-000-402.200	Captured Kent County Taxes	16,800.00	11,293.79	0.00	5,506.21	67.22
Total Dept 000		68,480.00	61,858.03	0.00	6,621.97	90.33
TOTAL REVENUES		68,480.00	61,858.03	0.00	6,621.97	90.33
Expenditures						
Dept 740 - DDA						
248-740-702.000	WAGES - FULL TIME EMPLOYEES	1,000.00	0.00	0.00	1,000.00	0.00
248-740-782.000	Material Expense	1,000.00	0.00	0.00	1,000.00	0.00
248-740-801.000	PROF SVC - PORTABLE RESTROOMS	10,500.00	0.00	0.00	10,500.00	0.00
248-740-900.000	Printing/Publishing Expense	300.00	0.00	0.00	300.00	0.00
248-740-918.000	Water Utility Expense	100.00	0.00	0.00	100.00	0.00
248-740-926.000	Electric Expense	500.00	2,827.00	2,827.00	(2,327.00)	565.40
248-740-940.000	Equipment Rental Expense	7,000.00	0.00	0.00	7,000.00	0.00
248-740-956.000	MISC/CONCERTS/BIKE RACE	3,000.00	7,800.00	4,800.00	(4,800.00)	260.00
248-740-967.200	Streetscape Maintenance	13,000.00	0.00	0.00	13,000.00	0.00
248-740-967.300	PARKING LOTS W/ SIGNS	20,000.00	0.00	0.00	20,000.00	0.00
248-740-967.400	STREET SIGNS	500.00	0.00	0.00	500.00	0.00
248-740-967.500	SIDEWALKS	6,080.00	0.00	0.00	6,080.00	0.00
248-740-967.600	BANNERS OR PUBLIC ART	5,000.00	0.00	0.00	5,000.00	0.00
248-740-967.700	FLOWER BOX EXPENSE	500.00	0.00	0.00	500.00	0.00
Total Dept 740 - DDA		68,480.00	10,627.00	7,627.00	57,853.00	15.52
TOTAL EXPENDITURES		68,480.00	10,627.00	7,627.00	57,853.00	15.52
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:						
TOTAL REVENUES		68,480.00	61,858.03	0.00	6,621.97	90.33
TOTAL EXPENDITURES		68,480.00	10,627.00	7,627.00	57,853.00	15.52
NET OF REVENUES & EXPENDITURES		0.00	51,231.03	(7,627.00)	(51,231.03)	100.00





Cedar Springs Theatre Association

8 N. Main St., PO Box 237K, Cedar Springs, MI 49319

616-696-7469

## **INVOICE**

### **FREE SUMMER MOVIES – \$400.00 each**

06/07/22 – Beetlejuice

06/14/22 – Meet the Parents

06/21/22 – Happy Gilmore

06/28/22- Liar Liar

07/05/22 – Smokey and the Bandit

07/12/22 – Back to the Future

07/19/22 – Back to the Future II

07/26/22 – Billy Madison

08/02/22 – Parenthood

08/09/22 – Return of the Musketeers

08/16/22 – Major Payne

08/23/22 – American Graffiti

These are the schedule movies at this time.

**TOTAL FOR MOVIES: \$4800.00**



*City Manager's Office*

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

**08-18-22**

**RE: 2023 Classics at the  
Kent Theater Free Summer  
Movie Series**

DDA,

With the 2022 Comedies at the Kent Free Summer Movie Series quickly coming to an end, the DDA should start discussing whether to make this a yearly event and what next year's movie choices or theme might be.

With the great success of this year's Smokey and the Bandit and American Graffiti movies, I might suggest that the DDA propose a "Classics at the Kent" movie series for the summer of 2023 which might include such 50's-90's classic films as:

1. Grease
2. Wizard of Oz
3. E.T.
4. Jaws
5. Forrest Gump
6. 12 Angry Men
7. The Good, The Bad and The Ugly
8. Indiana Jones (Any)
9. The Sound of Music
10. Rocky (Any)
11. A Christmas Story (Christmas in July?)
12. 2001 A Space Odyssey
13. The Sting
14. Animal House
15. Willy Wonka and the Chocolate Factory
16. The Outsiders
17. The Breakfast Club
18. Ferris Buellers Day Off
19. Top Gun (4<sup>th</sup> of July?)
20. The Goonies
21. Big
22. Footloose
23. Brewster's Millions

**Public Notice  
City of Cedar Springs**

Please note the 2022 regular meeting schedule for the following City Boards and Commissions.

All meetings are held at City Hall, in the City Council Chambers located at 66 S. Main Cedar Springs, MI 49319.

Agendas are posted online one week prior to the meeting and can be found at [www.cityofcedarsprings.org](http://www.cityofcedarsprings.org) Meetings may be canceled due to lack of agenda items. **Please note these meetings may need to be held virtually or a combination of virtual and in-person due to COVID-19. Meetings can be accessed using the access code below by phone at 1(646)558-8656 or 1(312)626-6799 or online at <https://us02web.zoom.us/j>**

**Planning Commission**

January 4, 2022	7:00 p.m.	Meeting ID: <a href="#">830 1823 8002</a>
February 1, 2022	7:00 p.m.	Meeting ID: <a href="#">837 6328 4463</a>
*March 8, 2022	7:00 p.m.	Meeting ID: <a href="#">859 4384 9233</a>
* April 12, 2022	7:00 p.m.	Meeting ID: <a href="#">829 5815 8744</a>
* May 10, 2022	7:00 p.m.	Meeting ID: <a href="#">869 7993 9547</a>
June 7, 2022	7:00 p.m.	Meeting ID: <a href="#">814 3777 4379</a>
* July 12, 2022	7:00 p.m.	Meeting ID: <a href="#">891 5918 6624</a>
* August 9, 2022	7:00 p.m.	Meeting ID: <a href="#">811 5687 8494</a>
September 6, 2022	7:00 p.m.	Meeting ID: <a href="#">817 5771 8149</a>
October 4, 2022	7:00 p.m.	Meeting ID: <a href="#">898 5635 5022</a>
November 1, 2022	7:00 p.m.	Meeting ID: <a href="#">842 6458 3360</a>
December 6, 2022	7:00 p.m.	Meeting ID: <a href="#">873 6259 7185</a>

**City Council**

January 13, 2022	7:00 p.m.	Meeting ID: <a href="#">836 2327 1722</a>
February 10, 2022	7:00 p.m.	Meeting ID: <a href="#">865 7400 9123</a>
March 10, 2022	7:00 p.m.	Meeting ID: <a href="#">818 5912 6476</a>
April 14, 2022	7:00 p.m.	Meeting ID: <a href="#">870 0875 4058</a>
May 12, 2022	7:00 p.m.	Meeting ID: <a href="#">879 1030 3673</a>
June 09, 2022	7:00 p.m.	Meeting ID: <a href="#">865 8311 3172</a>
July 14, 2022	7:00 p.m.	Meeting ID: <a href="#">814 8844 3203</a>
August 11, 2022	7:00 p.m.	Meeting ID: <a href="#">868 6557 0100</a>
September 08, 2022	7:00 p.m.	Meeting ID: <a href="#">836 8965 8325</a>
October 13, 2022	7:00 p.m.	Meeting ID: <a href="#">825 3993 2033</a>
November 10, 2022	7:00 p.m.	Meeting ID: <a href="#">878 4570 6155</a>
December 08, 2022	7:00 p.m.	Meeting ID: <a href="#">819 3847 2417</a>

**Downtown Development Authority**

January 31, 2022 <sup>∞</sup>	12:00 p.m.	Meeting ID: <a href="#">875 3108 3635</a>
February 28, 2022	12:00 p.m.	Meeting ID: <a href="#">863 2519 0468</a>
March 28, 2022 <sup>∞</sup>	12:00 p.m.	Meeting ID: <a href="#">853 7645 5532</a>
April 25, 2022	12:00 p.m.	Meeting ID: <a href="#">821 4789 5418</a>
*May 23, 2022	12:00 p.m.	Meeting ID: <a href="#">865 5277 5094</a>
June 27, 2022	12:00 p.m.	Meeting ID: <a href="#">882 7703 2596</a>
July 25, 2022	12:00 p.m.	Meeting ID: <a href="#">893 8589 9552</a>
August 29, 2022	12:00 p.m.	Meeting ID: <a href="#">850 2644 2618</a>
September 26, 2022	12:00 p.m.	Meeting ID: <a href="#">890 0682 2818</a>
October 31, 2022	12:00 p.m.	Meeting ID: <a href="#">884 4276 6694</a>
*November 21, 2022	12:00 p.m.	Meeting ID: <a href="#">879 3311 7895</a>
*December 19, 2022	12:00 p.m.	Meeting ID: <a href="#">890 9280 2079</a>

<sup>∞</sup>Indicates Downtown Development Authority Informational Meeting

\*Indicates that the scheduled date does not fall on the regularly scheduled day

Rebecca Johnson, City Clerk 616.696.1330

Posted: January 5, 2022 at 9:15am

Estimated attendance for the movies so far are:

06/07/22 – Beetlejuice 55-60

06/14/22 – Meet the Parents 35-40

06/21/22 – Happy Gilmore 65-70

06/28/22- Liar Liar 35-40

07/05/22 – Smokey and the Bandit 125-130

07/12/22 – Back to the Future 95-100

07/19/22 – Back to the Future II 85-90

07/26/22 – Billy Madison 60-65