



**Downtown Development Authority  
Board of Directors Meeting**

**Monday, November 27, 2017  
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:
 

Mayor Gerald Hall		_____
Bernie Beier		_____
Sam Gebhardt		_____
Shawn Kiphart		_____
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 October 30, 2017 Special Meeting.
  
6. UNFINISHED BUSINESS.
  - A. Updated DDA Plan.
    - a. Addition of Snow Removal from Beech to Oak (Section 11) and Adjusted Budget.
    - b. Addition of Updated Map, Wi-Fi, and Amplified Sound.
  
  - B. DDA Millage voted or imposed.
  
  - C. Welcome packet for new businesses.
    - a. City Government contact information
    - b. City Government meeting info
    - c. Utility and taxes dates
    - d. Festival/event dates
    - e. Schools/Parks
    - f. Voter information
    - g. Brush/Leaf pickup dates
    - h. Permit Forms
      - i. Water and Sewer auto pay
      - ii. Outdoor seating
      - iii. Sandwich Board Sign

- iv. Sidewalk Display
- v. Sign Permit Application
- vi. Current Year fee schedule

Welcome packet for new businesses suggested additions

- 1. Explanation of common interactions between government and business
- 2. Site Plan/Sketch Plan info
- 3. Building inspector info
- 4. Rental registration
- 5. Temporary business application
- 6. Variance request information
- 7. Others?

- D. Removal of parking sign near The Brewery.
  - a. Riggle Park signs on Muskegon
  - b. 3 hour parking signs
  - c. CS Museum sign
  - d. Others?

7. NEW BUSINESS.

- A. Resolution 2017-1 A Resolution To Establish The Regular Meeting Dates Of The Downtown Development Authority Board From January 2018 To December 2018.
  - a. January 29, 2018 12:00 p.m.
  - b. April 30, 2018 12:00 p.m.
  - c. July 30, 2018 12:00 p.m.
  - d. November 26 2018 12:00 p.m.
- B. Resolution 2017-2 A Resolution To Recommend To The City Council The Approval Of An Amended And Restated 2017 Tax Increment Financing Plan And Development Plan For The Downtown Development District, City Of Cedar Springs, Michigan 2017-2036.
- C. 2017-2018 Budget Plans-\$1400
- D. Unified Bike Racks

8. CITY MANAGER/DDA DIRECTOR'S REPORT.

9. TRUSTEE COMMENTS.

10. ADJOURNMENT.

**Next Meeting Monday, January 29, 2018 at 12pm.**