



**Downtown Development Authority
Board of Directors Meeting**

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

1. **Hopkins** called the meeting to order at 12:06pm. The Pledge of Allegiance was recited.

2. ROLL CALL:	Mayor Gerald Hall	12:10 pm
	Bernie Beier	<u>Present</u>
	Sam Gebhardt	<u>Excused</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 **Hopkins** supported by **Powell** to excused the members absent.

Voice Vote 4-1(Ringler) Motion Carried.

3. PUBLIC COMMENTS.

None.

4. APPROVAL OF AGENDA.

Motion by **Ringler** supported by **Powell** to approve the Agenda as presented with the addition of 7D) Create an Attendance Policy.

Voice Vote 6-0 Motion Carried.

5. CONSENT AGENDA.

A. Motion to approve the minutes of the January 29th, 2018 Meeting.

Motion by **Ringler** supported by **Powell** to approve the minutes of the January 29th, 2018 Meeting.

Voice Vote 6-0 Motion Carried.

6. UNFINISHED BUSINESS.

None.

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?

Motion by **Beier** supported by **Ringler** to request the City Council allocate the remaining \$5,462,58 towards the DDA 2018-2019 snow removal budget

Voice Vote **6-0** **Motion Carried.**

- C. 2018-2019 Budget
 - a. \$15,743.73+\$5,462.58+\$848.80= \$22,055.11 total
 - b. Budget funds allocation.

Motion by **Ringler** supported by **Powell** to set the DDA budget for the 2018-2019 year as follows:

- 28% Snow Removal
- 30% Parking
- 30% Signage/Street Signs
- 12% Bike Racks

Voice Vote **6-0** **Motion Carried.**

- D. Create an Attendance Policy

Hall stated that he received a letter of resignation from Kevin Marcus. He stated that anyone who wishes to apply for the board to submit an application to the City Manager.

Motion by **Ringler** supported by **Powell** to enact an attendance policy that board members must notify prior to the meeting if they will absent for a meeting for an excused absence. If you have more than two unexcused absences per year the member may be asked to be removed from board.

Roll Call Vote **6-0** **Motion Carried.**

8. CITY MANAGER/DDA DIRECTOR'S REPORT.

Womack apologized that the agenda wasn't ready before the meeting.

9. TRUSTEE COMMENTS.

Hall stated that CDBT is working to have the concrete poured before the Summer Celebration. Powell is looking forward to the upcoming Cedar Springs Festival.

Vriesenga stated that Mr. Sedsma may apply for a position on the DDA board.

Beier stated that he hopes to carry over some money for larger projects in the coming years.

Ringler said that he was glad that the board is working towards something wonderful for this community.

Hopkins reminded the board that the DDA is just as important as any other boards. The Summer Celebration is coming up June 11-17th.

10. ADJOURNMENT.

Motion by **Ringler** to adjourn at 1:25pm.

Rebecca Newland, City Clerk

Perry Hopkins, DDA Chairperson