



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

MINUTES

**Monday, November 26, 2018
12:00 p.m.**

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

1. **Hopkins** called the meeting to order at 12:03pm. The Pledge of Allegiance was recited.

2. ROLL CALL:

Bernie Beier	<u>Present</u>
Laura Ensley	<u>Present</u>
Sam Gebhardt	<u>Present</u>
Gerald Hall, Mayor	<u>Excused</u>
Sally Howland	<u>Present</u>
Rose Ellen Powell	<u>Present</u>
Dave Ringler	<u>Present</u>
Todd Vriesenga	<u>Present</u>
Perry Hopkins	<u>Present</u>

Motion by **Ringler** seconded by **Gebhardt** to excuse Gerald Hall.

Voice Vote

8-0

Motion Carried.

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. APPROVAL OF AGENDA

Motion by **Ringler** seconded by **Ensley** to approve the agenda with the addition of item 6Aci Cedar Springs and 6Aciii Rockford Examples.

5. CONSENT AGENDA.

A. Motion to approve the minutes of the September 10th, 2018 Meeting and October 22, 2018 Meeting.

Motion by **Beier** seconded by **Howland** to approve the minutes of the September 10th, 2018 Meeting and October 22, 2018 Meeting.

Voice Vote **8-0** **Motion Carried.**

B. Motion to approve Resolution 2018-01 to set the regular dates for the 2019 DDA Meetings.

Motion by **Ringler** seconded by **Howland** to approve Resolution 2018-01 to set the regular dates for the 2019 DDA Meetings.

Voice Vote **8-0** **Motion Carried.**

6. UNFINISHED BUSINESS.

- A. Signs
 - a. Parking Signs
 - b. Welcome Sign
 - i. Business District
 - ii. Cedar Springs
 - iii. Rockford Examples

Womack reported that he would like the board to determine the location and style for the signs. **Ringler** suggested forming a subcommittee to work on signs. **Hopkins** appointed *Ringler*, Powell, and Ensley to the Signs subcommittee.

- B. Bike Racks
 - a. Preferred Mount: _____

Hopkins suggested creating a subcommittee to determine the style and locations for the bike racks. **Hopkins** appointed *Hopkins*, Vriesenga, and Howland to the Bike Racks subcommittee.

- C. City Flag

Vriesenga reported that he reached out to Cedar Springs High School and Creative Technologies, but did not get any interest. He stated that Kent Career Technical Center may have some interest, but he hasn't reached out to them yet. **Womack** suggested getting the public involved. **Ringler** stated that they might work to develop a downtown shopping district flag/pattern.

7. NEW BUSINESS

A. 2004 DDA Bylaws

a. Attendance policy: 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.

b. Addition of Budget Public Hearing?

Johnson reported that the bylaws should be reviewed to ensure that there are no conflicts. She asked the board to review the bylaws and bring suggested changes to the next meeting.

B. Light fixture retrofit to add second bulb.

a. Ark Electric quote (\$2199)

Ringler remarked that lighting is essential to a walkable downtown.

Motion by **Ringler** seconded by **Ensley** to approve half the cost to retrofit and relight the second bulb in the downtown light fixtures and to recommend to City Council to retrofit and re-light the downtown light fixtures.

Roll Call Vote

8-0

Motion Carried.

8. CITY MANAGER/DDA DIRECTOR'S REPORT.

Womack reported that he would be absent for the May 2019 meeting because he will be on vacation.

9. TRUSTEE COMMENTS.

Beier stated that he would be absent for the November 2019 meeting.

Powell inquired when the tree lights would be lit.

Ringler was glad to see some visible progress via the street signs from the DDA board. He also inquired about when downtown snow removal should be completed.

Hopkins stated that the chamber is not doing an adopt a pot for the holiday season because of the snow.

Ensley suggested placing the planters further away from the edge of the roadway because her customers hit the planter with their car doors.

10. ADJOURNMENT.

Motion by **Ringler** supported by **Ensley** to adjourn at 1:07pm.

Rebecca Johnson, City Clerk

Perry Hopkins, DDA Chairperson