



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

MINUTES

**Monday, February 25, 2019
12:00 p.m.**

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

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

2. ROLL CALL:

Bernie Beier	<u>Present</u>
Laura Ensley	<u>Present</u>
Sam Gebhardt	<u>Excused</u>
Gerald Hall, Mayor	<u>Present</u>
Perry Hopkins, Vice Chairperson	<u>Present</u>
Sally Howland	<u>Absent</u>
Rose Ellen Powell	<u>Present</u>
Todd Vriesenga	<u>Excused</u>
Dave Ringler, Chairperson	<u>Present</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 **Hall** seconded by **Hopkins** to approve the agenda as presented with the addition of 7E Adopt a Pot and 8B Existing Flower Pots.

Voice Vote

6-0

Motion Carried.

6. CONSENT AGENDA.

A. Motion to approve the minutes of the Regular Meeting January 28, 2019.

B. Motion to accept and file the financial report.

Motion by **Powell** seconded by **Hopkins** to approve the consent agenda as presented.

Voice Vote

6-0

Motion Carried.

7. UNFINISHED BUSINESS.

A. Motion to recommend to the City Council that the DDA purchase 7 Parking Signs, install at the proposed locations: 2 signs at 1st/Cherry, 2 signs at 2nd/Ash, 1 sign on the south end of the Alleyway parking between Ash and the Post office and 2 signs for the City Hall parking lot, and approve the expense to install in an amount not to exceed a total of \$1702.66

Motion by **Hopkins** seconded by **Ensley** to recommend to the City Council that the DDA purchase 7 Parking Signs, install at the proposed locations: 2 signs at 1st/Cherry, 2 signs at 2nd/Ash, 1 sign on the south end of the Alleyway parking between Ash and the Post office and 2 signs for the City Hall parking lot, and approve the expense to install in an amount not to exceed a total of \$1702.66

Ringler stated that he would like to see a quote that makes the signs double sided. **Beir** stated that he had purchased cement temporary sign hardware that he would donate if they could be used for the parking signs.

Hopkins withdrew the motion and Ensley withdrew the second.

B. Motion to recommend to the City Council that the DDA purchase a Heart of Cedar Springs park sign at the proposed location and approve the expense to purchase and install in an amount not to exceed a total of \$ 321.50

Motion by **Hopkins** seconded by **Ensley** to recommend to the City Council that the DDA purchase a Heart of Cedar Springs park sign at the proposed location and approve the expense to purchase and install in an amount not to exceed a total of \$ 321.50

Ringler suggested to place the sign facing SE at a 45 degree angle to increase visibility. **Powell** stated that she would like to see signage by the White Pine Trail because there are 50-100 people that pass by per hour. **Hopkins** would rather like to see a directional sign placed near the White Pine Trail rather than an additional Heart of Cedar Springs sign at the White Pine Trail. **Womack** stated that he has been approached to possibly put sponsor information on the back of the sign.

Roll Call Vote

6-0

Motion Carried.

C. Motion to recommend to the City Council to accept the bike rack donation by Todd Vriesenga of three black 2 hoop bike racks and two black 4 hoop bike, to approve the location at: one 4 hoop rack to be placed at S/E corner of Maple and Main Intersection (by Yellow-No Parking line in Front of 90 N Main St. Suite A), one 4 hoop rack to be placed in front of 81 N Main Street (by the Yellow-No Parking line in front of CS Brewery Shoppe entrance), one 2 hoop rack by the bump out next to the Kent Theatre (N/E corner of Cherry and Main), one 2 hoop rack at the bump out next to The Rustic Roof (S/E corner of Cherry and Main, and one 2 hoop rack at the S/W corner of Ash and Main Street just west of the stop sign, and to approve the expense to install the Bike racks not to exceed a total of \$_____.

Motion by **Hopkins** seconded by **Beir** to recommend to the City Council to accept the bike rack donation by Todd Vriesenga of three black 2 hoop bike racks and two black 4 hoop bike, to approve the location at: one 4 hoop rack to be placed at S/E corner of Maple and Main Intersection (by Yellow-No Parking line in Front of 90 N Main St. Suite A), one 4 hoop rack to be placed in front of 81 N Main Street (by the Yellow-No Parking line in front of CS Brewery Shoppe entrance), one 2 hoop rack by the bump out next to the Kent Theatre (N/E corner of Cherry and Main), one 2 hoop rack at the bump out next to The Rustic Roof (S/E corner of Cherry and Main), and one 2 hoop rack at the S/W corner of Ash and Main Street just west of the stop sign.

Voice Vote

6-0

Motion Carried.

D. Sign Committee Update

No report. **Womack** requested that the committee submit an drawn example of what the sign would look like so the DPW Director can get a quote.

E. Adopt a Pot

Hopkins stated that the warm ~~months~~ **months** will be coming soon and he asked if the board was interested in co-hosting a flower pot event in the future. **Womack** would like additional information on proposed event dates, number of boxes, how often the boxes would need to be moved. **Ringer** requested more information on the plan before the board could consider involvement with the event.

8. NEW BUSINESS.

A. Motion to approve and recommend the 2019-2020 DDA Budget to the City Council.

- a. 2019-2020 Estimated Tax Capture \$21,728.08
- b. Total 2018/19 DDA budget was 22,055.11
 - i. \$6175.43 for snow removal, 28% of budget
 - ii. \$6616.53 for parking, 30% of budget
 - iii. \$6616.53 for signage, 30% of budget
 - iv. \$2646.61 for bike racks, 12% of budget

Ringer requested that the City Manager provide a suggested budget based on the discussions and priorities discussed over the last year.

Motion by **Beir** seconded by **Ensley** to move the regularly scheduled meeting for March 25, 2019 at noon to March 27th, 2019 at noon.

Voice Vote

6-0

Motion Carried.

9. CORRESPONDENCE.

A. Bylaw revisions to be presented at the March 14, 2019 City Council Meeting.

B. Brownfield Update

Womack stated that he was waiting on a final review by the applicant's attorney before the board would review the application. He stated that the board will review and consider the request at its next meeting.

C. Street Light Update

No update provided.

D. VanderHyde Ford Test Drive Event Update

Womack spoke with the organizer for the event and stated that he needed a completed Community Event Application.

10. CITY MANAGER/DDA DIRECTOR'S REPORT.

Womack stated that the new street signs for Main Street are slowly being installed.

11. TRUSTEE COMMENTS.

Powell thanked everyone for attending and looks forward to seeing everyone in March.

Beir stated that he has been getting spam email from the City Manager.

Hopkins stated that he has noticed that the sidewalk across from his building cannot be utilized because of snow and cars parked over the sidewalk.

Hall exclaimed that spring will be here soon.

Ringler thanked everyone for being amiable to moving the next meeting date and he would like the board to consider how they could help with crosswalk maintenance in the downtown area.

12. ADJOURNMENT.

Motion by **Hopkins** seconded by **Ensley** to adjourn at 1:08pm.

Voice Vote

6-0

Motion Carried.

Rebecca Johnson, City Clerk

David Ringer, DDA Chairperson