



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

MINUTES

**Wednesday, March 27, 2019
12:00 p.m.**

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

1. **Ringler** called the meeting to order at 12:00pm. The Pledge of Allegiance was recited.
2. ROLL CALL:

Bernie Beier	<u>Excused</u>
Laura Ensley	<u>Present</u>
Sam Gebhardt	<u>Present</u>
Gerald Hall, Mayor	<u>Present</u>
Perry Hopkins, Vice Chairperson	<u>Present/Excused@ 1:10pm</u>
Sally Howland	<u>Present</u>
Rose Ellen Powell	<u>Present</u>
Todd Vriesenga	<u>Present</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

Ringler would like to excuse himself from of the Brownfield request because it is a similar business to his own.

5. APPROVAL OF AGENDA

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

Voice Vote

8-0

Motion Carried.

6. CONSENT AGENDA.

A. Motion to approve the minutes of the Regular Meeting February 25, 2019.

B. Motion to accept and file the financial report.

C. Motion to dissolve the Bike Rack Committee created at the 11-26-2018 meeting because it has met its purpose.

Motion by **Hopkins** seconded by **Gebhardt** to approve the consent agenda with the following changes to the minutes: moths to months and directional sign revision.

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

8B) Motion to recommend to the City Council that the DDA purchase 7 Double Sided 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 \$2,908.52.

Motion by **Hopkins** seconded by **Howland** to recommend to the City Council that the DDA purchase 7 Double Sided Parking Signs, with the galvanized posts, 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 \$2,965.24

Roll Call Vote **8-0** **Motion Carried.**

8C) Sign Committee Minutes

- a. Sign Committee Mock up
- b. Wayfaring Map
- c. Option 1: DPW Mock up based on Sign Committee Design
- d. Option 2: Black light pole mounted
 - i. Main Street Parking Wayfinding signs

Ringler reported that the committee met and suggested a few ideas for the board to consider. They presented white/red signs and proposed locations, using a “The ♥ of Cedar Springs” rather “The Heart of Cedar Springs”, remove and replace remaining green parking and welcome signs (no specific design discussed) **LaRose** will provide an option for a new welcome sign. He would like to work with the board step by step on determining if the locations proposed will work with the current infrastructure.

Motion by **Hopkins** seconded by **Ensley** to approve the design of the street pole wayfaring signs at locations 1-8 as listed 1) Morley Park / Museum - south facing, located at corner of S Main and Cedar St 2) Business District / <3 of Cedar Springs / City Hall - west facing, located at W Muskegon and Second St. 3) Identical as Site 2 - east facing, located at E. Muskegon and First St. 4) Riggle Park - east & west facing (two sided sign), located at W. Muskegon and 7th St. 5) <3 of Cedar Springs - north & south facing (two sided sign, on pole, located at Maple and Main* #6) Senior Center - north & south facing (two sided sign) on telephone pole, located at 8) Police - north & south facing (two sided sign), located at Ash & Main and to review sign options for locations 9 and 10 9) Welcome to Cedar Springs - south facing at Display Pack and White Pine Trail 10) Welcome to Cedar Springs - north facing just South of Cedar Springs Ave and White Pine Trail.

Roll Call Vote **8-0** **Motion Carried.**

7. NEW BUSINESS FOR THE BROWNFIELD REDEVELOPMENT AUTHORITY

Motion by **Hall** seconded by **Hopkins** seconded by to move into the Brownfield Redevelopment meeting and have Hopkins take over the Brownfield Meeting at 12:31pm.

Voice Vote **7-0** **Motion Carried.**

- A. Abstaining and Recusal rules and procedures memo
- B. Cedar Springs Ventures, LLC. Brownfield Redevelopment request
 - a. Motion to recommend to the City Council the approval of the amendment to the Cedar Springs Brownfield Plan for the Cedar Springs Ventures LLC Redevelopment Project.
 - i. Brownfield Plan

Motion by **Powell** seconded by **Powell** to recommend to the City Council the approval of the amendment to the Cedar Springs Brownfield Plan for the Cedar Springs Ventures LLC Redevelopment Project.

Jerry Belka attorney for the project stated that there are limited tools that local communities can use to promote the rehabilitation of buildings, but the Brownfield is a tool that can be used. He stated that the demolition is expected to be lowered by approximately \$20,000. **Powell** stated that the restoration of the building will bring back a revamped and revived social setting for the community.

Yes: Gebhardt, Ensley, Hopkins, Howland, Powell and Vriesenga

No: None

Abstained: Hall because he will be voting on the matter at the City Council level

Recused: Ringler

Absent: Beier

Roll Call Vote **6-0-1(Hall)** **Motion Carried.**

- b. Motion to approve the Development and Reimbursement Agreement as presented.
 - i. Exhibit C TIF Reimbursement worksheet

Motion by **Ensley** seconded by **Powell** to approve the Development and Reimbursement Agreement as presented.

Roll Call Vote **7-0** **Motion Carried.**

Motion by **Hall** seconded by **Ensley** to move back into DDA business meeting at **12:45pm**.

Voice Vote **7-0** **Motion Carried.**

8. UNFINISHED BUSINESS.

- A. Motion to approve and recommend the 2019-2020 DDA Budget to the City Council.
 - a. City Manager Recommended 2019/20 DDA Budget
 - 1. \$5000 for 60 Banners/Hardware OR Public Art (sculpture/mural)
 - 2. \$4000 for sidewalk snow removal
 - 3. \$5000 for the 2nd/Maple parking lot
 - 4. \$2500 for signage (wayfinding signage)
 - 5. \$1500 for Flower Box flowers
 - 6. \$1000 for bike rack installation costs
 - 7. \$500 for a watering trailer
 - 8. \$100 for water

Which equals \$19,600 of the DDA's 19/20 budget of \$21,735, this leaves \$2135 for other projects, addition to current projects or reservation for fund balance.

Ringler stated some concern that the board has not discussed banners/artwork as a priority. **Ensley** stated that she would be willing to donate the side of her building for a mural. **Vriesenga** also stated that he would donate the side of his building for a mural as well.

Motion by **Ensley** seconded by **Hopkins** to add \$1,080 to the flower box flowers budget for the removal of soil from the flower boxes from the balance of the proposed budget.

Voice Vote

8-0

Motion Carried.

Motion by **Hopkins** seconded by **Ensley** to approve and recommend the 2019-2020 Budget to the City Council with the amendments made and the addition of number 9-Publications \$200.

1. \$5000 for 60 Banners/Hardware OR Public Art (sculpture/mural)
2. \$4000 for sidewalk snow removal
3. \$5000 for the 2nd/Maple parking lot
4. \$2500 for signage (wayfinding signage)
5. \$2580 for Flower Box flowers
6. \$1000 for bike rack installation costs
7. \$500 for a watering trailer
8. \$100 for water
9. \$200 Publications

Roll Call Vote

8-0

Motion Carried.

Hopkins was excused from the meeting at 1:10pm.

D. Flower Pot installation and removal cost \$187

9. NEW BUSINESS.

- A. Motion to approve Resolution 2019-01 A Resolution to approve a pass through agreement for the proposed redevelopment at 18-20 Main Street.

Motion by **Powell** seconded by **Howland** Motion to approve Resolution 2019-01 A Resolution to approve a pass through agreement for the proposed redevelopment at 18-20 Main Street.

Roll Call Vote

7-0

Motion Carried.

- B. Crosswalk Maintenance discussion

Womack reported that the Department of Public Works is working to get with the County to explore alternate paint options that may last longer. He is also working on curb bump outs and safety islands. **Ringler** would like to have a letter drafted on behalf of the DDA regarding pedestrian safety. One of the biggest issues is that cars are not stopping for pedestrians in the crosswalk.

10. CORRESPONDENCE.

- A. 3-14-19 City Council Approved Bylaws
- B. 3-14-19 City Council Approved Heart of Cedar Springs Sign

C. Street Light Retrofit Update- **Womack** will get an update at the next meeting.

11. CITY MANAGER/DDA DIRECTOR'S REPORT.

Womack reported he is aware of the traffic concerns and is working to slow down traffic.

12. TRUSTEE COMMENTS.

Hall reported progress on the new parking lot and Fire Station is starting.

Howland apologized that she missed the last meeting and is glad that things are moving forward.

Vriesenga is happy to see progress and stated that the empty/vacant/urban blight buildings on Main Street are a problem.

Ensley stated that she is happy to be on the board.

Gebhardt reported that he looks forward to the meetings.

Powell thanked everyone for working hard to keep the City moving forward.

Ringler would like to put together a letter on behalf of the DDA that can be presented to the Sheriff and local officers.

13. ADJOURNMENT.

Motion by **Ensley** seconded **Howland** by to adjourn at 1:29pm.

Voice Vote

7-0

Motion Carried.

Rebecca Johnson, City Clerk

David Ringer, DDA Chairperson