



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

MINUTES

**Monday, April 29, 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>Present</u>
Laura Ensley	<u>Present</u>
Sam Gebhardt	<u>Present</u>
Gerald Hall, Mayor	<u>12:04pm</u>
Perry Hopkins, Vice Chairperson	<u>Present</u>
Sally Howland	<u>12:02pm</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

None.

5. APPROVAL OF AGENDA

Motion by **Hopkins** seconded by **Beier** to approve the agenda as presented with the addition of 8D Amphitheater and 7C Banners.

Voice Vote

8-0

Motion Carried.

6. CONSENT AGENDA.

A. Motion to approve the minutes of the Special Meeting March 27, 2019.

B. Motion to accept and file the financial report.

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

Voice Vote

9-0

Motion Carried.

7. UNFINISHED BUSINESS.

- A. Motion to recommend to the City Council the purchase and the installation of street-light wayfaring signs at 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.. 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 in an amount not to exceed \$721.00
- a. Street Light Wayfinding Sign Purchase and Installation Quote
 - b. Wayfaring sign location map
 - c. Wayfaring design options

Motion by **Hopkins** seconded by **Ensley** to recommend to the City Council the purchase and the installation of street-light wayfaring signs at 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.. 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 in an amount not to exceed \$721.00

Roll Call Vote

9-0

Motion Carried.

- B. Welcome Sign Design
- a. Size

Powell would like to see "City of Cedar Springs" larger. **Beier** would like to see a smaller sign option. **Ringler** summarized the discussion by requesting a revised design and quote for 3ft sign. Option 1) "Welcome to" in the top curve, and "City of Cedar Springs" in the bottom 2) Existing option 3) "City of Cedar Springs" in the top curve, and "Welcome" in the bottom

- C. Banners

Dan Spitzbergen provided a quote for potential vinyl banners. He offered a 5 year (year-round) warranty. **Holland** expressed some concern because the vinyl option presented is not permeable for wind to pass through.

8. NEW BUSINESS.

- A. Remaining 2018/2019 Budget
- a. DDA Approved Expenditures Memo

Powell clarified that the DDA budget can spend funds to resurface the parking lot behind B&B Beauty shop. **Womack** stated that the DDA could use their funds on the parking lot behind B&B Beauty shop if they wanted to.

- B. DDA Letterhead

Womack stated that he has talked with the Sherriff department regarding the chief complaint of speeding on Main Street. The board can by vote draft any letter they want or appoint a committee to draft letter on behalf of the board.

Motion by **Gebhardt** seconded by **Howland** to form a committee of one to have Ringler to draft a letter on behalf of the DDA regarding speeding on Main Street.

Voice Vote

9-0

Motion Carried.

C. Flower quote

- a. Petunias for boxes, 33 Flats at \$8 each
- b. Dipladenia \$29.99 each 30 light poles plus \$12.99 per hanger
 - i. May have to hire contractor to install/water

Womack reported that the DPW department does not feel they can water the hanging baskets regularly and the DDA may have to contract to maintain and water hanging baskets. **Ensley** stated Dipladenia's requires full sun and only need to be watered once per week. She has enlisted CTA to assist in planting the flower boxes. **Vriesenga** suggested possibly putting absorbent spheres in the hanging plants to assist in retaining water.

Motion by **Hopkins** seconded by **Howland** to approve the purchase of the flowers for flower boxes, hanging basket flowers, and hangers in an amount not to exceed \$1,395.

Roll Call Vote

9-0

Motion Carried.

D. Amphitheater

Ringler inquired how the City will be approaching booking and operating the amphitheater. If there is not plan in place, he questioned the board if this would this be part of the mission of the DDA board. **Womack** stated that the endeavor would fall within the mission/identified plans for the DDA. **Hopkins** reported that Rockford Chamber of Commerce is booking the bands and submits the community events. **Powell** stated that it may be time to hire a summer part time employee to manage the amphitheater/parks. **Vriesenga** reported that there are companies (Gig Master) that book bands on behalf of the organizer.

9. CORRESPONDENCE.

- A) City Council- Motion to approve Resolution 2019-12 Resolution Approving Amendment to the City of Cedar Springs Redevelopment Authority Brownfield Plan for the City of Cedar Springs Ventures LLC Redevelopment Project. - **Passed**
- B) City Council- Motion to approve resolution 2019-13 A Resolution Approving A Pass Through Agreement For the Proposed Redevelopment of 18-20 N Main St. - **Passed**
- C) City Council- Motion to approve 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 - **Passed**
- D) Street Light Retrofit Update
- E) East Lansing Downtown Development Authority Façade Improvement Program
- F) 2006 Cedar Springs DDA Façade Improvement excerpt P. 23-30

10. CITY MANAGER/DDA DIRECTOR'S REPORT.

Womack reported that he will be out of the country during the next meeting on May 20. He will ask that the DPW supervisor to reach out to Dave regarding DDA board members volunteering to install the flower hangers.

11. TRUSTEE COMMENTS.

Gebhardt reported that he is impressed that everyone has been making it to the meetings and he likes having the meeting monthly.

Powell is looking forward to the flowers coming to town.

Hopkins is also looking forward to the flowers and the amphitheater. The Chamber is working on the Summer Celebration.

Hall CBDT is working to have the amphitheater completed prior to the start of summer celebration event. The hotel is breaking ground tomorrow and Red Bird Bistro is nearly completed and expected to be complete at the end of May/early June.

Howland thanked Laura for her hard work on the flowers and thanked Todd for his bike rack donation.

Vriesenga will ask Tina if she has any connections to help plan a street community event.

Ensley excited the direction of the town.

Ringler appreciates the enthusiasm by the board and thanked the City Manager for his hard work on reorganizing the DDA.

12. ADJOURNMENT.

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

Voice Vote

9-0

Motion Carried.

Rebecca Johnson, City Clerk

David Ringer, DDA Chairperson