



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

**Monday, January 27, 2020
12:00 p.m.**

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

1. **Ringler** called the Informational DDA meeting to order at 12p.m.. The Pledge of Allegiance was recited.

2. ROLL CALL:

Bernie Beier	<u>Absent</u>
Laura Ensley	<u>Present</u>
Sam Gebhardt	<u>Present</u>
Gerald Hall, Mayor	<u>Present</u>
Perry Hopkins, Vice Chairperson	<u>Present</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. INFORMATIONAL PRESENTATION

- A. Presentation- City Manager Michael Womack
 - a. Creation of New Off-Street Parking Lots.
 - b. Alley Improvements
 - c. Acquisition and Construction of Buildings, Structures and Property.
 - d. Improvements to and Renovation of Existing Buildings
 - e. Construction of Parks.
 - f. Improvements to White Pine Trail.
 - g. Improve Accessibility to Downtown Area from White Pine Trail
 - h. Commercial Business and Building Development and Redevelopment
 - i. Municipal Buildings
 - j. Development of cohesive standardized city-wide signage standard
 - k. Pedestrian/Bicycle improvements

- I. Business and Downtown Development and marketing
- m. Establish Downtown Recreation and Annual Signature Events

Womack reviewed the informational presentation as presented above. He requested feedback on the alleyway from the new Fire Station and the businesses that front along Main Street. **Ringler** explained that the alleyway directly behind his building was vacated by the City.

B. Public Question & Answer

None.

5. ADJOURNMENT.

Motion by **Hopkins** seconded by **Ensley** to adjourn the informational meeting at 12:12p.m.

Voice Vote

8-0

Motion Carried.

Rebecca Johnson, City Clerk

David Ringler, DDA Chairperson



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

Annual Reorganizational Meeting

**Monday, January 27, 2020
12:00 p.m.**

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

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

Clerk Issued Oath of Office to newly appointed/reappointed members:
Laura Ensley, and Gerald Hall

Clerk opened the floor nominations for the office of Chairperson.

Powell seconded by **Ensley** to nominate David Ringler for Chairperson.

Clerk Closed the floor for nomination for the office of Chairperson.

Clerk called the vote for David Ringler for Chairperson.

Roll Call Vote

8-0

Motion Carried.

Clerk issued Oath of Office to Chairperson Ringler.

Ringler opened the floor for nominations for the office of Vice-Chairperson.

Ensley seconded by **Gebhardt** to nominate Perry Hopkins for Vice-Chairperson.

Ringler called the vote for Perry Hopkins for Vice-Chairperson.

Roll Call Vote

8-0

Motion Carried.

Clerk issued Oath of Office to Vice-Chairperson Hopkins.

2. ROLL CALL:

Bernie Beier	<u>Absent</u>
Laura Ensley	<u>Present</u>
Sam Gebhardt	<u>Present</u>
Gerald Hall, Mayor	<u>Present</u>
Perry Hopkins, Vice Chairperson	<u>Present</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

None.

5. APPROVAL OF AGENDA

Motion by **Hopkins** seconded by **Ensley** to approve the agenda as presented with the following additions: 7D Main Street Garbage Cans, 7E Amphitheater Music/Entertainment, and 7F Discussion to Reconvene Sign Committee.

6. CONSENT AGENDA.

- A. Motion to approve the minutes of the Special Meeting November 04, 2019.
- B. Motion to approve the minutes of the Informational Meeting November 4, 2019.
- C. Motion to accept and file the financial report.

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

Roll Call Vote

8-0

Motion Carried.

7. UNFINISHED BUSINESS.

A. Discussion on Main Street Flowers

Womack reported that last year the flower boxes were planted but they struggled to get adequate care needed to keep them looking great all year. He proposed to upgrade the permanent flower boxes that would be wooden overlays to add seating or permanent sculptures. **Vriesenga** suggested if the wooden overlays were built around the permanent boxes to use Trex Decking so the upkeep would be minimal. **Powell** remarked that it would not make sense if the flowers were not maintained. **Ensley** will call and get a price quote for half the number of baskets but to order the larger baskets. **Vriesenga** suggested to request the water retention beads for the baskets.

B. Discussion on Bicycle Race-Financial Contribution

Womack reported that Mr. Ringler had approached him about starting a new signature event for the city. He remarked that he would be asking the DDA and the City Council for contributions to the cost of the event until it was up and running.

Overall the board was in support of providing a financial contribution to the event.

C. Discussion on public art-Mural

Ensley reported some difficulty in getting the ideas that the board has back from the artist and she struggled to timely submissions from the artists. It was suggested to see if artist have a vision and just accept it as is. **Gebhardt** suggested to investigate alternative forms of art that the board could dictate and decide on rather than just giving free reign to someone. **Womack** would like to see all the submissions at the next meeting.

D. Main Street Garbage Cans

Motion by **Ensley** seconded by **Howland** to form a subcommittee for Flower Pots/Benches/Garbage Cans.

Voice Vote

8-0

Motion Carried.

Howland and Vriesenga were appointed to the subcommittee.

E. Amphitheater Music/Entertainment

Womack inquired if the board would be willing to make a financial contribution to an 8-week series of bands at the amphitheater. **Powell** suggested sponsoring \$100 per week. **Ringler** also liked the idea of underwriting the entire series and having additional sponsors for each week. **Ensley** was in support of sponsoring the 8-week series. The costs discussed for the series included toilets, trash cans, advertisement, and music licensing fees. **Gebhardt** suggested to begin thinking about a permanent restroom facility in that area. **Powell** wanted to

investigate placing seasonal porta potties in the Heart of Cedar Springs. **Ensley** suggested that the DDA board should contribute \$500 per year for porta potties.

F. Discussion to Reconvene Sign Committee

Powell would like to reconvene the sign committee to discuss the remaining green parking signs, City Hall Sign, and museum sign.

8. NEW BUSINESS.

- A. 2019 Minute Index
- B. 2019 Attendance Report

Clerk Johnson reported that the minute index and the attendance report is a summary of what the board has worked on and completed over the last year. The report serves as the annual report to the City Council. **Powell** and **Gebhardt** thanked the Clerk for the report.

9. CORRESPONDENCE.

- A.

10. CITY MANAGER/DDA DIRECTOR'S REPORT.

Womack thanked everyone for their participation.

11. TRUSTEE COMMENTS.

Hall reported that the City will be soon posting the information for the Fire Station bid. The Holiday Inn Express is scheduled to be open by June or sooner. The Kent County Building will be coming into the city.

Howland thanked everyone for their participation.

Vriesenga thanked everyone for coming.

Ensley thanked everyone for coming and reported that she is excited to see the direction that this city is moving in.

Powell reported that the CDBT and The American Legion have been working on the Vets honor garden near the clock tower at library. They are selling bricks to raise money for the project. She thanked the staff and board members for all the work they do.

Hopkins thanked everyone for coming to the meeting and for everyone that does work behind the scenes.

Ringler thanked everyone for all the work towards the projects that were completed in 2019. He thanked everyone who came out to Up To Snow Good; attendance increased by 30%. They will be having the Kerri Lynch band for Starkbierfest.

12. ADJOURNMENT.

Motion by **Hopkins** seconded by **Ensley** to adjourn the informational meeting at 1:30p.m.

Voice Vote

8-0

Motion Carried.

Rebecca Johnson, City Clerk

David Ringler, DDA Chairperson