



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

**Monday, March 29, 2021
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 12:01 pm. The Pledge of Allegiance was recited.

2. ROLL CALL:

Jody Arp	<u>Present</u>
Bernie Beier	<u>Present</u>
Laura Ensley	<u>Zoom-Cedar Springs, MI</u>
Gerald Hall, Mayor	<u>Present</u>
Sally Howland	<u>Present</u>
Rose Ellen Powell	<u>Present</u>
Todd Vriesenga, Vice Chairperson	<u>Present</u>
Tom Wilkes	<u>Zoom-Cedar Springs, MI</u>
Dave Ringler, Chairperson	<u>Zoom-Cedar Springs, MI</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

Womack reviewed the 2017 DDA Plan and reviewed the available off street parking.

B. Public Question & Answer

None.

5. ADJOURNMENT.

Motion by **Hall** seconded **Howland** to adjourn the meeting at 12:08pm.

03-29-2021 DDA Agenda

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Voice Vote

7-0

Motion Carried.

Rebecca Johnson, City Clerk

David Ringler, Chairperson



**Regular
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Rose Powell reported that they garden club is going to start working on the community garden and they may need additional funding.

4. CONFLICTS OF INTEREST AND EX-PARTE COMMUNICATION INQUIRY

None.

5. APPROVAL OF AGENDA

Motion by **Ensley** seconded by **Wilkes** to approve the agenda with the addition of 8Ab O'Dowd Landscaping quote of \$250 per push and 7D Motion to approve to spend up to \$1500 for a Christmas Light display.

Voice Vote

9-0

Motion Carried.

6. CONSENT AGENDA.

A. Motion to approve the minutes of the Regular Meeting February 22, 2021.

B. Motion to accept and file the financial report.

- a. Balance Sheet
- b. Revenues and Expenses

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

7. UNFINISHED BUSINESS.

A. Motion to approve and recommend the 2021-2022 DDA Budget to the City Council as presented

21/22 Budget

- a) \$500 Portable Restrooms
- b) \$2000 Community Event Sponsorship (Concerts \$1000, Bike Race \$1000)
- c) \$1000 Signs (social district)
- d) \$5000 Parking Lots and Parking Lot signage/improvements
- e) \$6000 Seasonal Employee
- f) \$3000 Public Art (Mural/Sculptures/Banners)
- g) \$6000 Welcome Sign Mural
- h) \$1500 Flower Box Expense
- i) \$1500 for Winter Holiday Lights Display
- j) \$300 Printing and Publishing
- k) \$100 Water Utility Expense
- l) \$500 Electric Utility Expense
- m) \$1000 Wages
- n) \$1000 Equipment Rental Expense
- o) \$1000 Material Expense
- p) \$7,000 Winter Snow Removal
- q) \$930 Training

Budget=\$ 38,330

Motion by **Hall** seconded by **Ensley** to approve and recommend the 2021-2022 DDA Budget to the City Council as presented.

Roll Call Vote

9-0

Motion Carried.

B. Motion to recommend to the City Council that they approve of the Social District plan.

Motion by **Hall** seconded by **Vriesenga** to recommend to the City Council that they approve of the Social District plan.

Voice Vote

9-0

Motion Carried.

C. Motion to approve the Elm Street Garage Mural of _____ size for a price not to exceed _____

- a. 9.5 feet by 46.5 feet for \$5,750
- b. 6 feet by 30 feet for \$2,850

Motion by **Ensley** seconded by **Wilkes** to approve the Elm Street Garage Mural of 9.5 feet by 46.5 feet for a price not to exceed \$5,750.

Roll Call Vote

8-1 (Powell)

Motion Carried.

D. Motion to approve to spend up to \$1500 for a Christmas Light display.

Motion by **Bier** seconded by **Howland** to approve to spend up to \$1500 for the purchase of a Christmas Lights.

8. NEW BUSINESS.

- A. Discussion on Main Street sidewalk snow removal
 - a. Preferred Landscaping quote
 - b. O'Dowd Landscaping quote of \$250 per push

Motion by **Bier** seconded by **Hall** to extend snow removal from 17 Mile to 18 Mile.

Voice Vote

9-0

Motion Carried.

Motion by **Wilkes** seconded by **Ensley** to accept the quote from O'Dowd for snow removal.

Roll Call Vote

9-0

Motion Carried.

9. CORRESPONDENCE.

None.

10. CITY MANAGER/DDA DIRECTOR'S REPORT.

Womack thanked everyone for moving quickly through the agenda.

11. TRUSTEE COMMENTS.

Wilkes stated that he is looking forward to the Christmas lights.

Vriesenga was glad to see everyone.

Powell thanked everyone for coming and hoped to see everyone next month.

Howland remarked that she looking forward the new lights.

Hall reported that he is glad to see everyone and that petitions are for City Council seats are due soon.

Ensley stated that she loves the DDA board because they are a great group of individuals.

Beier thanked everyone for their due diligence and thanked Mr. Hall for his many years of service.

Arp remarked that she was glad she was on the board and was happy to see the development in the community.

Ringler reported that he was glad that he got vaccinated and that the board has made tremendous progress on many projects. He reminded everyone of the upcoming events at the Brewery.

12. ADJOURNMENT.

Motion by **Ensley** seconded by **Arp** to adjourn the meeting at 12:47pm.

Voice Vote

9-0

Motion Carried.

Rebecca Johnson, City Clerk

David Ringler, Chairperson