



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

**Monday, January 31, 2022
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 12:00. The Pledge of Allegiance was recited.
2. ROLL CALL:

Jody Arp	<u>Present</u>
Bernie Beier	<u>Absent</u>
Laura Ensley	<u>Excused</u>
Pamela Conley, Mayor	<u>Absent</u>
Sally Howland	<u>Present</u>
Rose Ellen Powell	<u>Present</u>
Todd Vriesenga, Vice Chairperson	<u>Present</u>
Tom Wilkes	<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. VIII. Commercial Business and Building Development and Redevelopment.

Womack explained how DDA gets their money and tax rates are not increased. He also reviewed the 2017 goals DDA goals and objectives.

b. 2019 Draft Façade Improvement Grant Application

Womack put together the 2019 Draft Façade Improvement application which was never adopted but that work has been completed.

c. East Lansing DDA Façade Improvement Program

Womack added East Lansing's program for guidance to pricing and options.

B. Public Question & Answer

Ringler wanted to know if there was a maximum amount on façade improvement. **Womack** stated that it depends on the project. But one of the biggest problems is signage. Some signs need to be updated or made new. This would improve our downtown.

5. Motion by **Powell**, seconded by **Wilkes** to adjourn the informational meeting at 12:06pm.

Tracey Blackmer, Deputy Clerk

Dave Ringler, Chairperson



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

Annual Reorganizational Meeting

**Monday, January 31, 2022
12:00 p.m.**

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

1. **Ringler** to call the meeting to order at 12:06pm. The Pledge of Allegiance was recited.

Oath of Office issued to newly appointed/reappointed members: Todd Vriesenga, Sally Howland

Clerk asked for nominations for the office of Chairperson.

Wilkes nominated **Ringler** for Chairperson. **Ringler** accepted.

Roll Call Vote 6-0 Motion Carried

Oath of Office issued to **Ringler**.

Ringler nominated and **Powell** seconded **Vriesenga** for the of Vice-Chairperson.

Roll Call Vote 6-0 Motion Carried

Oath of Office issued to **Vriesenga**.

2. ROLL CALL:

Jody Arp	<u>Present</u>
Bernie Beier	<u>Absent</u>
Laura Ensley	<u>Excused</u>
Pamela Conley, Mayor	<u>Absent</u>
Sally Howland	<u>Present</u>
Rose Ellen Powell	<u>Present</u>
Dave Ringler	<u>Present</u>
Todd Vriesenga	<u>Present</u>
Tom Wilkes	<u>Present</u>

3. PUBLIC COMMENTS.

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Powell, representing the Garden Club, asked for consideration in funding from the DDA to create a cement structure around a pine tree for a community flower garden.

4. CONFLICTS OF INTEREST AND EX-PARTE COMMUNICATION INQUIRY

None.

5. APPROVAL OF AGENDA

Powell would like to add discussion on the pocket park at 17 N. Main to the agenda.

Motion by **Wilkes**, seconded by **Howland** to approve the agenda as amended with the following changes: add item 8F Discussion on 17 N. Main – Pocket Park.

Voice Vote

6-0

Motion Carried

6. CONSENT AGENDA.

A. Motion to approve the minutes of the October 25, 2021 and December 15, 2021 meeting.

B. Motion to accept and file the financial report.

- a. Balance Sheet Report
- b. Revenue Expense Report

Motion by **Vriesenga**, seconded by **Powell** to approve the consent agenda as stated.

Voice Vote

6-0

Motion Carried

7. UNFINISHED BUSINESS.

- A. 71 N. Main St. mural modification proposal
 - i. Proposed mural modification draft picture

Since Ensley was not present to submit changes to the mural, this item was tabled for more information.

8. NEW BUSINESS.

A. 2021 Minute Index

Clerk **Johnson** stated that the minute index is general information on things you've done and what you are working on that you may refer to if needed and is forwarded to City Council for the yearly report.

B. 2021 Attendance Report

Ringler stated no member has missed more than 2 meetings at this time.

C. Discussion on Downtown Snow Removal

Powell mentioned that overall O'Dowd's were doing a great job. **Ringler** stated that the contract includes one pass on Main Street and salt is an added expense.

D. Motion to approve of the purchase of new downtown signage for a price not to exceed \$1,285.70.

a. Wayfinding Signs

Motion by **Wilkes**, seconded by **Vriesenga** to approve the signs from Wayfinding.

Roll Call Vote

6-0

Motion Carried

E. Discussion on 2022 Summer Concert Series

a. Wednesdays, 7pm-9pm between June 8th and August 10th=10 Concerts or June 8th and August 24th=12 Concerts?

b. Concerts funding

i. \$1000 from DDA

ii. \$3000 from City

iii. Fund Balance from previous year

iv. Other donations

c. Discussion on concert format, advertising or policies

i. Social District

ii. Children's Activities

iii. Chamber/DDA business promotion

Ringler would like to see the concerts throughout the whole summer; however, would like our policy to cancel due to rain to be communicated in the contract. The turnout for a rescheduled band was not ideal. One option is to book a band on a specific date, and if it rains, we won't reschedule, but would still pay a percentage of the fee.

F. Discussion on 17 N. Main – Pocket Park

Womack stated that tables will be purchased for the park, but there may need to be a small rope fence installed to keep vehicles from driving through the property. **Powell** would like to see this park named, with a first-class design.

9. CORRESPONDENCE.

A. 2022 Calendar

10. CITY MANAGER/DDA DIRECTOR'S REPORT.

i. AMENDED AND RESTATED 2017 TAX INCREMENT FINANCING PLAN AND DEVELOPMENT PLAN FOR THE DOWNTOWN DEVELOPMENT DISTRICT CITY OF CEDAR SPRINGS, MICHIGAN

11. TRUSTEE COMMENTS.

Howland hopes everyone had a great holiday.

Vriesenga is looking forward to building a wall on his property.

Powell hopes everyone stays healthy.

Arp thanks everyone for being here and looking forward to a great 2022.

Ringler is excited for the new signs and continuing to beautify our town.

12. Motion by **Vriesenga**, seconded by **Wilkes** to adjourn at 12:58pm.

Voice Vote

6-0

Motion Carried

Tracey Blackmer, Deputy Clerk

Dave Ringler, Chairperson