



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

**MINUTES**

**Monday, May 16, 2022  
12:00 p.m.**

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

1. **Ringler** called the meeting to order at 12:04 pm. The Pledge of Allegiance was recited.
2. ROLL CALL:

Jody Arp	<u>Present</u>
Bernie Beier	<u>Absent</u>
Laura Ensley	<u>Present</u>
Pamela Conley, Mayor	<u>Present</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.

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.

**Claudia Selleck** reported that she is starting a new photography business that focuses on finding your value in life. She is hosting an open house Saturday, May 21, 2022 and welcomed the board and the public to attend.

4. CONFLICTS OF INTEREST AND EX-PARTE COMMUNICATION INQUIRY

None.

5. APPROVAL OF AGENDA

Motion by **Wilkes** seconded by **Arp** to approve the agenda as presented with the addition of 8B Discussion on May 23, 2022 DDA Meeting.

**Voice Vote**

**7-0**

**Motion Carried.**

6. CONSENT AGENDA.

A. Motion to approve the minutes of the March 28, 2022 Downtown Development Authority Meeting.

B. Motion to accept and file the financial report. (Not Provided)

Motion by **Wilkes** seconded by **Vriesenga** to approve the consent agenda.

**Voice Vote**

**7-0**

**Motion Carried.**

**Powell** thought that the DDA may contribute to the community garden expenses. She also questioned if the \$6,000 budgeted snow removal would remove snow piles from the curb?

7. UNFINISHED BUSINESS.

A. Update on Summer Entertainment Series (Concerts in the Heart & Kent Theater Entertainment).

a. 2022 Music in the Heart Flyer/Poster

b. Discussion on the proposed Movie Series at the Kent Theater

**Womack** reported that Hilary from Cedar Springs Brewery worked on the poster and booking bands for the summer 2022 Music in the Heart. The board is proposing a Movie Series at the Kent Theater. **Perry Hopkins** represented the Kent Theater and reported that Thursdays would work better for the Kent, but they could do Tuesdays if needed. The board favored Tuesday nights and having all tickets distributed the day of at the Kent theater.

B. Social District Update

**Womack** reported that the City Council has approved of the Social District on Tuesday, Wednesday, and Thursday 5pm-9pm and any dates and times as the City Manager approves.

C. Discussion on 71 N. Main St. modified mural #hashtag

**Powell** inquired if Ensley would be choosing a hashtag for the modified mural. **Ensley** reported that the hashtag generally happens organically.

8. NEW BUSINESS.

A. 17 N. Main Pocket Park workshop session

- a. Pocket Park Initial draft design
- b. Pocket Park Initial estimate of costs
- c. Motion to approve of the proposed pocket park design with final approval subject to the City Manager's review
- d. Motion to approve of the Letter of Support and Financial Commitment to develop 17 N. Main St. with funding not to exceed \_\_\_\_\_ and to authorize the Chairperson to sign that letter on behalf of the City.

**Rick Stout** reported that the plan is a guide and may need to be changed into the future. He would like to keep maintenance to a minimum with carefully choosing materials. He also reported that the plan could be split into phases if need be. **Conley** preferred one year round bathroom to start. **Vriesenga** thought a mini split system would be a good option for the restroom.

Motion by **Wilkes** seconded by **Powell** to approve of the proposed pocket park design with final approval subject to the City Manager's review with the proposed change of a 1 stall bathroom.

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

Motion by **Powell** seconded by **Wilkes** to pledge an amount not to exceed \$30,000 (to develop 17 N. Main St).

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

B. Discussion on May 23, 2022 DDA Meeting.

**Womack** will cancel the next DDA meeting.

9. CORRESPONDENCE.

- A. 2022 Calendar
- B. Michigan Downtown Association Workshop
- C. Sparta Summer Newspaper Flyer

10. CITY MANAGER/DDA DIRECTOR'S REPORT.

**Womack** reported that he thought the 17 N. Main pocket park would have more changes, but he is happy to continue to work to get the project fully funded.

11. TRUSTEE COMMENTS.

**Conley** reported that she spoke with a reporter from WZZM 13 and she thought that the downtown was very cute.

**Howland** thought that everything downtown was looking nice.

**Ensley** was happy to see the completed pocket park by Lume. She really missed all of the good food in town while she was traveling.

**Arp** reported that she is excited for the new things to come to town.

**Vriesenga** really liked the park proposal and is looking forward to Gouda Fritters from the Red Bird.

**Powell** reported that she really likes that the city signs are nearly completed. She also spoke with Sparta's DDA they reported that the DDA and Chamber are run by the same person and thought it was helpful. She thanked Lume for competing the ally way near their building.

**Wilkes** reported that WZZM 13 focused on the Bakery earlier today. He also reported the clock in the council room was incorrect.

**Ringler** thanked Mr. Stout for his work on the pocket park. He reminded everyone of the Cedar Blitz race and the Taste of Cedar Springs.

12. ADJOURNMENT.

Motion by **Wilkes** seconded by **Powell** to adjourn the meeting at 1:30 pm.

**Voice Vote**

**7-0**

**Motion Carried.**

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**Rebecca Johnson, City Clerk**

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**David Ringler, Chairperson**