

DOWNTOWN DEVELOPMENT AUTHORITY  
VILLAGE OF KENT CITY – MEETING MINUTES

Tuesday, August 24, 2021

6:30 p.m.

1. Chairman Fulton called the meeting to order at 6:30 p.m.  
Members Present: Jason Fulton, Liz Knapp, Nick Lewis, Kait Maksimas, Kathy Ignasiak, Dennis Kaminski, Bert Rose, Glenn Crabtree (arrived at 6:35)  
Members Absent: Sharron Olson  
Others Present: Dave Ignasiak, Township Supervisor
  
2. **Motion** by Lewis, 2<sup>nd</sup> by Rose to approve the July 27, 2021, meeting minutes as presented.  
Vote: 8 Ayes; 0 Nays. Motion CARRIED
  
3. **Motion** by Rose to approve the Agenda with changes adding Halloween discussion as item E. 2<sup>nd</sup> by Lewis. Ignasiak also requested to amend the agenda by adding a discussion regarding the DDA and state guidelines and requirements to serve on the board. Mary Portell would have most of that information so this will be added to the next month's meeting.  
  
Vote:8 Ayes; 0 Nays. Motion CARRIED
  
4. **Public Comment** – None
  
5. **Finance Report** – Balance as of 7/30/2021  

<b>\$227.08</b>	<b>Checking Balance</b>
<b>\$98,496.05</b>	<b>Savings Balance</b>
  
6. Business
  - A. **Motion** by Crabtree, 2<sup>nd</sup> by Lewis to pay current bills, totaling Five thousand, nine hundred, seventy-five (\$5,975.00) dollars . Rose also informed the DDA that we would be receiving another bill from Everett's Landscaping for water bags for trees. They were not included in the current statement but are needed.  
Roll call vote.  
Ayes: Crabtree, Fulton, Ignasiak, Kaminski, Knapp, Lewis, Maksimas, Rose.  
Nays: None.  
Absent: Olson Motion CARRIED
  
  - B. **Select Veneer Stone and Contractor – Motion** by Crabtree, 2<sup>nd</sup> by Rose to go with the BBS Masonry Bid. Bids resubmitted by Elite Masonry and BBS Masonry to show breakout of work to be performed on stone walls. Discussion around the difference in price is mostly due to the difference in bonding and application. Fulton will be contacting BBS Masonry about accepting their bid but will be asking for a 3 year

labor guarantee from the initial job completion date. Whether they agree to it or not, board approved the bid for Thirty Seven thousand, one hundred fifty (\$37,150.00) dollars.

Roll call vote.

Ayes: Ignasiak, Kaminski, Knapp, Lewis, Maksimas, Rose, Crabtree.

Nays: None.

Abstained: Fulton

Absent: Olson

Motion CARRIED

C. **Welcome Sign** – The board would like to put this out to our students and residents in the community for design. Ignasiak will talk to Chad regarding parameters such as ratio of sign to be designed in comparison to where it will be placed (minimum/maximum). Also, material that will be used so those involved in the design contest will know what we are looking for.

D. **Next Meeting** – Tuesday September 21, at 6:30 pm.

E. **Halloween** – Knapp brought the task list from the previous trunk or treat to verify who will be doing what. The library will plan on the event to happen at the Township building and has it available for participants to decorate on Saturday or Sunday. If the weather is nice for Halloween then it will take place outside. Ignasiak will talk with Star Restorations to see if they plan on having a trunk or treat again this year to see if we can share “trunkers”. Knapp will work on creating an “Event Page” and share it to the community page along with flyers going home with students from our schools on 2 different occasions. Will have to verify with Olson to see if she still plans on making the flyers that will list all event information from the community for the night.

7. **Motion** by Crabtree, 2<sup>nd</sup> by Rose to adjourn meeting at 7:36.

Respectfully submitted,  
Katherine Ignasiak, DDA Secretary