

**DOWTOWN DEVELOPMENT AUTHORITY**  
**VILLAGE OF KENT CITY – MEETING MINUTES**  
**Tuesday, April 27, 2021**  
**6:00 p.m.**  
**83 Spring Street, Kent City MI**

1. Chairman Fulton called the meeting to order at 6:00 p.m.  
Members Present: Jason Fulton, Liz Knapp, Nick Lewis, Kait Maksimas, Sharon Olson and Bert Rose.  
Members Absent: Glenn Crabtree and Kathy Ignasiak.  
Others present: Mary Portell, App Secretary.
  
2. **Motion** by Lewis, 2<sup>nd</sup> by Rose to approve the March 23, 2021 meeting minutes with no changes.  
Vote: 6 Ayes; 0 Nays. Motion CARRIED
  
3. **Motion** by Lewis, 2<sup>nd</sup> by Rose to approve the agenda with an addition of DDA Appointed Secretary.  
Vote: 6 Ayes; 0 Nays. Motion CARRIED
  
4. Public comment – No public present.
  
5. Finance Report – Balance as of 3/31/2021  
**\$239.08    Checkbook Balance**  
**\$ 114,497.47    Savings Balance**
  
6. Business  
Chairman Fulton announced that Mary is retiring some time in June. Her clerk's position will change from an elected office to appointed; therefore, the position will be paid hourly not salary. Mary quit charging the DDA for her services when the state no longer paid the school capture and the bad economy in 2008. Jason wanted the board to be aware of this change coming up and the importance of having assistance from the new clerk.
  - A. **Tree** follow up / approve work ~ Everett's Landscape and Northwoods Greenscapes presented proposals to remove and replace 4 damaged trees. Northwood quoted 1.5" trees and Everett's quoted 3" trees. Everett's quote also included a 2-year warranty.  
**Motion** by Rose, 2<sup>nd</sup> by Lewis to accept Everett's Landscape proposal for \$4,401.65.

Vote: 6 Ayes; and 0 Nays.

- B. **Northwood Budget** – Updated and Approved ~ The quote from Northwoods for \$2,750.00 was authorized 4/5/2021 to spray weeds in beds and in sidewalk cracks, edge sidewalks and trim and clean shrubs in beds.
- C. **Parking lot update** / Letter sent – The village applied for a grant thru Kent County Community Action to help pay for improvements to the parking lot at 34 S. Main Street. Jason sent a letter of support for the DDA.
- D. Can we use **16k** to pay debt down – you pay the oldest bonds off first. Nick checked with ChoiceOne Bank and that can be done.  
**Motion** by Knapp, 2<sup>nd</sup> by Rose to authorize the payment of Sixteen thousand (\$16,000) dollars to pay on the 2011 LTGO.  
Vote: 6 Ayes; 0 Nays. Motion CARRIED
- E. **Façade Enhancement Application Status** – Extension approval for 97 S. Main St. Mary reported that K.C. Professional Bldg application is incomplete; they are attempting to get more bids. No other applications have been submitted.  
**Motion** by Lewis, 2<sup>nd</sup> by Rose to extend the completion date for 97 S. Main Street to November 1, 2021.  
Vote: 6 Ayes: 0 Nays. Motion CARRIED
- F. **Metal Sign** – Kathy is getting information for the next meeting.
- G. Notices will be sent for the next DDA meeting to comply with **Act 57** open meeting requirements.
- H. The next meeting is **June 22, 2021**.
- I. **Other Comments:** Question about how the Farmer’s Market went. Amanda Johnson, the organizer, will be invited to attend and give a report.

**Motion** by Bert, 2<sup>nd</sup> by Nick to adjourn the meeting at 6:35 p.m.

Respectfully submitted,  
Mary Portell, Appointed Secretary