

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

1. Chairman Fulton called the meeting to order at 6:03 p.m.  
Members Present: Jason Fulton, Liz Knapp, Nick Lewis, Kait Maksimas, Glenn Crabtree, Sharon Olsen, and Bert Rose.  
Members Absent: Kathy Ignasiak.  
Others present: Ashley Scudder, appointed secretary.
  
2. **Motion** by Knapp, 2<sup>nd</sup> by Lewis to approve the June 22, 2021, meeting minutes as presented.  
Vote: 7 Ayes; 0 Nays. Motion CARRIED
  
3. **Motion** by Knapp, 2<sup>nd</sup> by Lewis to approve the Agenda as presented.  
Vote: 7 Ayes; 0 Nays. Motion CARRIED
  
4. Public comment – None.
  
5. Finance Report – Balance as of 6/30/2021  
**\$230.08    Checkbook Balance**  
**\$ 98,497.05    Savings Balance**  
  
Let the Minutes reflect that Kathy Ignasiak arrived at 6:09 p.m.
  
6. Business
  - A. **Motion** by Knapp, 2<sup>nd</sup> by Rose for the DDA to hire and pay Ashley Scudder \$20.00/hour to serve as the appointed secretary, a position held by the Clerk for the Village of Kent City.  
Vote: 8 Ayes; and 0 Nays. Motion CARRIED
  
  - B. **Veneer Stone Replacement- Motion** by Crabtree, 2<sup>nd</sup> by Olsen to approve the use of Peak Ledge Grey Pearl (Item # 11894-CREA) for the DDA’s veneer stone replacement project for the Village of Kent City. Fulton to request updated quotes from BBS Masonry, LLC. and Elite Masonry MI, Inc. to be presented to the DDA Board for vote at the next meeting, August 24, 2021. Quotes to include pricing with Peak Ledge

Grey Pearl based on the square and linear footage required, with warranty details. Fulton abstained from vote due to conflict of interest.

Vote: 7 Ayes; 0 Nays; 1 Abstained. Motion CARRIED

C. **Fall Festival-** Fall Festival at Kent City to take place September 18, 2021.

D. **Halloween Event-** Knapp to move event to Sunday, October 31, 2021, to coincide with the date set by the Village Council for the Village of Kent City.

E. **52 S. Main Street Façade Enhancement-** Application approved, pending payment of the \$250.00 Application Fee. **Motion** by Ignasiak, 2<sup>nd</sup> by Crabtree to move forward with application approval for 52 S. Main Street and projects with applicable expenses under the façade enhancement program. DDA Board to review qualifying projects and expenses at the time permits are issued.

Vote: 8 Ayes; 0 Nays. Motion CARRIED

F. **Next Meeting Date-** August 24, 2021, 6:30 p.m.

**Motion** by Ignasiak, 2<sup>nd</sup> by Rose to move meeting time from 6:00 p.m. to 6:30 p.m.

Vote: 8 Ayes; 0 Nays. Motion CARRIED

7. Other Comments-

A. **Welcome Sign-** Ignasiak provided some different design options for a plasma cut welcome sign in the Village of Kent City. Crabtree recommended a second quote for competitive pricing, offered PM Design as a possible company. Knapp discussed the idea of a community survey with design options. Fulton added it would be good to get the schools involved, discussed having a welcome sign design contest open to community members. Board members to bring ideas for community involvement to next meeting, August 24, 2021.

8. **Motion** by Ignasiak, 2<sup>nd</sup> by Rose to adjourn the meeting at 7:02 p.m.

Respectfully submitted,  
Ashley Scudder