

**DOWTOWN DEVELOPMENT AUTHORITY  
VILLAGE OF KENT CITY – MEETING MINUTES**

**Thursday, March 16, 2023**

**6:30 p.m.**

**200 S Main Street, Kent City MI**

1. Chair, Crabtree called the meeting to order at 6:31 p.m.  
Members Present: Glenn Crabtree, Dennis Kaminski, Kathy Ignasiak, Sharon Olson, Bert Rose, David Kieft.  
Members Absent: Nick Lewis.  
Others present: Merry Barron, Linda Poling, Diana Durst.
  
2. **Motion** by Rose, 2<sup>nd</sup> by Olson to approve the February 16, 2023, meeting minutes as presented.  
**Vote:** 6 Ayes; 0 Nays. Motion CARRIED.
  
3. **Motion** by Ignasiak, 2<sup>nd</sup> by Olson to approve the Agenda as presented.  
**Vote:** 6 Ayes; 0 Nays. Motion CARRIED.
  
4. **Public comment** – No public comment.
  
5. **Financial Report**  
    Checking Account: \$190.08  
    Savings Account: \$79,893.84
  
6. **Business**
  - A. **DDA Budget 2023/2024**  
**Motion** by Kieft, 2<sup>nd</sup> by Rose to approve DDA budget 2023/2024 as presented.  
**Vote:** 6 Ayes; 0 Nays Motion CARRIED.
  
  - B. **Landscaping Estimate**  
**Motion** by Kieft, 2<sup>nd</sup> by Kaminski to approve landscaping quote for 2023 from Northwoods Greenscape for the following services: spraying of weeds in flower beds and sidewalks, mechanical edging and mulch application in the amount of two thousand five hundred fifteen (\$2,515.00) dollars and 00/100. Shrubs to be evaluated in the spring, with trimming services added if necessary.  
**Roll Call Vote:** Ayes; Crabtree, Kaminski, Rose, Kieft, Ignasiak, Olson.  
Nays: None  
Absent: Lewis Motion CARREID.

C. **Wall Sign Estimate**

Discussion of steel cutout sign – oval logo “Welcome to Kent City; Inc. 1908.”  
Will still need an electrician for backlighting.

**Motion** by Kieft, 2<sup>nd</sup> by Ignasiak to secure artwork; minimum of 4 feet up to 6 feet in width, height to scale, up to eight hundred (\$800.00) dollars and 00/100.

**Roll Call Vote:** Ayes; Crabtree, Kaminski, Rose, Olson, Kieft, Ignasiak.

Nays: None

Absent: Lewis

Motion CARRIED.

D. **Spring Meet & Greet**

Discussion of holding a spring meet and greet for Village businesses in the downtown district. DDA will explain programs available and discuss advertising opportunities to promote business growth within the Village- late spring, early summer.

E. **Event/Food Trucks**

Proposed Food Vendor Ordinance reviewed. Rate, dates, available areas, and number of visits to be set by Council Resolution annually.

F. **Events Committee**

Presentation given by Kieft on the proposal of a Kent City Events & Promotions group. This group would be separate from the Village and would be a self-funded as a non-municipal 501c3. Their focus would be on coordinating and promoting community events within the Village, such as gardener’s markets, community wide garage sales, food truck courts, a Kent City carnival, etc., and be comprised of business owners and persons interested in community growth.

G. **Streetscape Electrical and Decorations**

Rose to pass electrician contact information to Crabtree.

Discussion on banners for main street, new ideas for Christmas decorations.

H. **Next Meeting**

Thursday, April 20, 2023, at 6:30 p.m.

7. **Motion** by Kieft, 2<sup>nd</sup> by Ignasiak to adjourn meeting at 8:21 p.m.

**Vote:** 6 Ayes; 0 Nays.

Motion CARRIED.

Respectfully submitted,

Ashley Scudder, Village Clerk