

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

Thursday, June 15, 2023

6:30 p.m.

200 S Main Street, Kent City MI

1. Chair, Crabtree called the meeting to order at 6:32 p.m.
Members Present: Glenn Crabtree, Bert Rose, David Kieft, Amanda Villa, Katie Mitchell, Sharon Olson, Kathy Ignasiak.
Let the minutes reflect that Sharon Olson arrived at 6:39 p.m.
Members Absent: Nick Lewis.
Others present: None.

2. **Motion** by Rose, 2nd by Villa to approve the April 20, 2023, meeting minutes as presented.
Vote: 6 Ayes; 0 Nays. Motion CARRIED.

3. **Motion** by Ignasiak, 2nd by Rose to approve the Agenda as presented.
Vote: 6 Ayes; 0 Nays. Motion CARRIED.

4. **Public comment** – No public comment.

5. **Financial Report**
 Checking Account: \$195.08
 Savings Account: \$77,251.12

6. **Business**
 - A. **Payment of Monthly Bills**
 Motion by Kieft, 2nd by Ignasiak to pay the monthly bills in the amount of Seven Hundred Seventy-Six (\$776.45) dollars and 45/100.
 Roll Call Vote: Ayes; Crabtree, Ignasiak, Olson, Rose, Kieft, Villa, Mitchell.
 Nays: None
 Absent: Lewis Motion CARRIED.

 - B. **DDA District Expansion**
 Request for DDA District Expansion to include 83 Spring Street (old Village Office) discussed. Drafted Resolution to be viewed at the next meeting and Attorney contacted to verify notification process.
 1. Adoption of Resolution Proposal passed by DDA for Council.
 2. Public Village Council Meeting to discuss DDA Resolution Proposal. Notice to Village, Township, and County.

3. Incorporate Right of Way on Main Street – 4 properties to be incorporated in expansion including 83 Spring Street.
4. Amendment of DDA Plan to include expanded areas.

C. Damaged Streetscape Wall

Estimate from Northwoods provided for repairs to DDA Streetscape. Rough estimates given by two other companies – Majestic and Christian Brothers. Estimates to be sent to DDA Board by Crabtree via email once received – vote to be taken at the next meeting.

D. Die Cut Sign Update

Chad is working on it but will not be ready for June 30th Kent City Independence Day Celebration.

E. Electrical Work – Lamp Posts, Pavilion, Wall

Kruithoff has not provided an update for the meeting. Planning to have lights and outlet done before Independence Day Celebration.

F. Website/Social Media promotion

Working on a Facebook page for DDA. Discussion about adding links to local businesses, promoting the Food Truck availability, and adding a calendar of events.

G. Streetscape Decorations

Discussion of adding T-bars to every other lamp post on one side of the street through downtown area. Crabtree to get pricing for bars and banners for the next meeting.

H. Next Meeting

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

7. Other Comments

None.

8. **Motion** by Olson, 2nd by Kieft to adjourn meeting at 7:53 p.m.

Vote: 7 Ayes; 0 Nays.

Motion CARRIED.

Respectfully submitted,

Ashley Scudder, Village Clerk