

DOWTOWN DEVELOPMENT AUTHORITY
VILLAGE OF KENT CITY – MEETING MINUTES
Tuesday, 23, 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, Kathy Ignasiak, Liz Knapp, Nick Lewis, Kait Maksimas, and Bert Rose.
Members Absent: Glenn Crabtree and Sharon Olson.
Others present: Mary Portell, App Secretary.

2. **Motion** by Knapp, 2nd by Ignasiak to approve the January 26, 2021 meeting minutes striking the 2nd sentence under 6. B.
Vote: 6 Ayes; 0 Nays. Motion CARRIED

3. **Motion** by Ignasiak, 2nd by Lewis to approve the agenda with no changes.
Vote: 6 Ayes; 0 Nays. Motion CARRIED

4. Public comment – No public present.

5. Finance Report – Balance as of 2/28/2021
\$242.00 Checkbook Balance
\$ 121,169.24 Savings Balance

6. Business
 - A. **Tree** follow up / updates ~ Kait is meeting with Everett’s Landscape this Thursday to get a quote. We have one from Northwoods Greenscapes. Need to know what type of trees. Jason mentioned Silver Maples are usually planted, but they get 30’ tall and limbs spread out. There was a tree in front of the laundry mat that needs to be added. Are the current trees blocking the fronts of the businesses? Bert mentioned utilities are buried ~ will have to call Miss Dig to get them marked. If new trees are planted, need to continue to budget to replace them every so often. If trees are not replaced, could put in heavy cement containers. Would need to water more, they are expensive and require more maintenance. There is a rain barrel at the pavilion. Nick stated galvanized cow tanks were put in Muskegon last year for beautification which looked cool. Need to find out if the pavers need to be replaced.

- B. **Northwood Budget Approve for Work** ~ The quote/invoice from 2020 was reviewed. Northwoods will be contacted to get a quote for 2X edging and trimming and spraying the beds/cracks. **Motion** by Ignasiak, 2nd by Rose to authorize Jason to contract for landscape services for downtown for an amount not to exceed Three thousand (\$3,000.00) dollars.
Vote: 6 Ayes; 0 Nays. Motion CARRIED
DPW employees do not want to be responsible to incorrectly trim something. Beautification Committee only plants the Welcome Sign planters and in front of the village office.
Village contracts with Advanced Landscape to spray turf medians from Muskegon Street to Spring Street.
- C. **Christmas Decoration Update** ~ Kathy said it is too early to get pricing. Agenda item for next meeting.
- D. **Farmers Market Update** ~ Amanda Johnson is a Market Master and lives in the village. She has reserved 34 S. Main Pavilion for all the Saturday's this summer. A soft opening is scheduled for April 22nd. She has 15 vendors. Amanda does have a 2nd Market Master to help her. Kathy mentioned that the board did get ideas from the public on the streetscape project and music was one event that was held in a bandstand where the pavilion is. Liz mentioned the best attendance was when the K.C. High School band performed. Nick stated it took Sparta awhile to get the public to attend their music in the park. Kathy stated you would need to budget for this. The businesses need to be informed about the market.
- E. **Façade Enhancement Application Status** – Total requested to date.
There are 2 applications for 2021: 52 S. Main Street and 97 S. Main Street. Jason will contact 97 S. Main Street ~ his project is to be completed June 15th. Jason will inquire if he needs an extension. 52 S. Main Street is still getting bids. Kent City Lounge and The Chop Shop have not submitted their applications. \$20,000 is budgeted ~ \$5,000 max per façade application. Questions was asked if a 2nd application can be submitted.
- F. **Village Parking Lot Survey** – DDA to help pay for? The village is moving forward with improvements to 34 S. Main Street parking lot. A CDBG grant application was submitted in 2018 but did not get high enough points. P&N (Prein & Newhof) is surveying the parking lot and the township parking lot to determine drainage issues. There is storm

available in the township parking lot. Jason asked if the DDA wants to help pay for these engineering services. The cost to survey is \$1,400 for each parking lot. Per Act 57, Synopsis of the Activities, Funds not expended within 10 years of receipt ~ \$16, 224. Liz suggested paying on the 2011 debt thru ChoiceOne Bank. Nick will find out if this is an option. Current balance is \$144,000.

G. Other Comments: Kathy asked what direction is next ~ Phase II? What grants are available? Members would like to have “Welcome to Kent City” on the wall by the RR tracks. Kathy will get information.

H. The next meeting is Tuesday, April 27, 2021 at 6:00 p.m. (Kathy will not be able to attend.)

7. Other Comments – Fireworks event for July 2nd. Donations are coming in and ChoiceOne Bank has committed to be a sponsor. Papa P’s will have a food booth near the location. The goal is to get businesses involved.

Motion by Bert, 2nd by Kathy to adjourn the meeting at 7:18 p.m.

Respectfully submitted,

Mary Portell, Appointed Secretary