

Proposed

**DOWNTOWN DEVELOPMENT AUTHORITY
VILLAGE OF KENT CITY
SPECIAL MEETING
Monday, February 4, 2008
8:00 p.m.
83 Spring Street, Kent City MI**

1. The meeting was called to order at 8:00 p.m. by Chair Tim Grice.
Members present: Sally Anderson, Mike Frankenberger, Tim Grice, Kathy Ignasiak, and John Petruska.
Members absent: Chris Brown, Kevin Brown, and Jennifer Carlson.
Public present: Merry Barron, Sandy Wylie, Tom Pieper, and Mark Nettleton, Village Attorney.
2. **Motion** by Petruska, 2nd by Anderson to approve the November 27, 2007 minutes as written.
Vote: 5 Ayes; 0 Nays. Motion CARRIED
3. **Motion** by Petruska, 2nd by Ignasiak to approve the agenda with the addition under Business, Item C. certain responsibilities and obligations of the Assistant Secretary's duties per the recommendation of the village attorney.
Vote: 5 Ayes; 0 Nays. Motion CARRIED
4. Public Comment – No comments.
5. Treasurer's Report – Sally Anderson
The treasurer's report was distributed with a total balance of \$184,263.74.
Motion by Petruska, 2nd Anderson to approve payment of the bills to the Village of Kent City for a total of \$1,141.50.
Roll call Vote:
Ayes: Anderson, Frankenberger, Ignasiak, Petruska and Grice.
Nays: None. Motion CARRIED

Business:

- A. Downtown Development Authority & Financing Plan
Village Attorney, Mark Nettleton, reviewed the documents regarding the expansion of the DDA boundaries, amendment No. 2 to the DDA plan and revised tax increment projects. Assumption #1 assumed no capture of Kent County Jail Millage or Kent County Senior Millage after expiration of those millages in 2009 and 2013, respectively. Assumption #2 assumes capture. This meeting is the first step in the formal process to allow the DDA and the Village to undertake the streetscape project. In order to utilize the funds, the current DDA plan needs to include a description of the project, estimated costs and a construction schedule. Public hearings are also required to be held by the council. The affected taxing

jurisdictions, such as Kent County, Grand Rapids Community College, and Tyrone Township, have the ability to opt out of the expansion of the DDA district. They do not have the ability to opt out of the extension of the term of the Plan or the addition of the 2008 Improvement Project. The original cost of this project was at \$600,000. It has been reduced to \$400,000. After a lengthy discussion, it was decided that the attorney shall respond to the following:

- Captured Increment for 2007 - Exhibits 9A-1 & 9A-2 have a total capture of \$51,057.60, prepared by MMBJ. The village budget has an amount of \$36,069.35. Darrell, Mary & Mark need to review these figures.
Comment of concern that there may be a decrease in the DDA capture due to the property values decreasing.
- Clarify if the Kent City Baptist Church property was included in the calculations.
There was discussion what the “base” amount would be if the Kent City Baptist Church property becomes a taxable parcel. Could this have a negative effect on the captured increment?
- Investigate an assistance program to help defray the cost for the property owners if their electrical wiring needs to be relocated to the rear of their buildings. The electrical inspector has stated that the wiring in the buildings will not need to be replaced. The wire can be run to a mast at the rear of the buildings.

Each of the council members that attended were given an opportunity to comment regarding the Streetscape Project. Merry Barron has been asked a lot of questions from the public, and she wanted to have a better understanding of the project so that she could answer the questions. Tom Pieper wondered if the DDA was following the steps – had a meeting been held yet with the property owners so that they were informed about the project. Sandy Wylie had some of her concerns regarding the Kent City Baptist Church property answered during the board’s earlier discussion.

Mr. Dean Anderson will be filling a term on the board February 12, 2008. He inquired if there is a Kent City Chamber of Commerce, recommended being prepared to answer questions about the project to the press, inquired about the voting capacity of the DDA, and stated that having testimony from other communities that have done streetscape projects would be of value.

Tom Pieper, Village Street Administrator, will work with the engineer on the specs for the street and sidewalk. The engineer will manage the project.

Motion by Petruska, 2nd by Ignasiak to adopt a Resolution to Approve and Recommend Expansion of Boundaries of Kent City Downtown Development Authority District and to Approve and Recommend Amendment No. 2 to the

Downtown Development and Financing Plan for the Downtown Development Authority of the Village of Kent City.

Roll call Vote:

Ayes: Ignasiak, Petruska, Anderson and Grice.

Nays: Frankenberger.

Motion CARRIED

- B. **Motion** by Petruska, 2nd by Ignasiak to revise the proposed 2008-09 budget to include under revenue, Loan or Bond for the amount of \$170,000.

Vote: 5 Ayes; 0 Nays.

Motion CARRIED

- C. **Motion** by Petruska, 2nd by Anderson to appoint the Village Clerk, Mary Portell, as Assistant Secretary to the DDA to fulfill all responsibilities and obligations of the Secretary in the absence or disability of the Board's elected Secretary, as well as any and all responsibilities and obligations assigned to be performed by the Assistant Secretary by the DDA Board

Vote: 5 Ayes; 0 Nays.

Motion CARRIED

6. The next DDA meeting will be scheduled after the council members meet on February 14th to consider the proposed resolution to schedule public hearings at their March 13th meeting, and after we have information from the attorney. At the next meeting, a letter will be drafted to send to the business/property owners inviting them to a joint meeting of the DDA and Council to explain the streetscape project and answer questions.
7. The meeting adjourned at 10:55 p.m.

Respectfully submitted,

Mary Portell, Appointed Assistant Secretary