

**PROPOSED  
VILLAGE OF KENT CITY  
DOWNTOWN DEVELOPMENT AUTHORITY MEETING  
REGULAR MEETING  
Monday, July 19, 2010**

1. The meeting was called to order at 7:00 p.m. by Chairperson Ignasiak.

Members present: Sally Anderson, Dean Anderson, Andrew Bostwick, Kathy Ignasiak, Dave Lutz, Sharon Olson, Anna Rider and John Petruska.

Member absent:

Others present: Mary Portell, Appointed Secretary and Jim Rozema, W&W.  
(Anna Rider attended the 2:00 p.m. Business / Resident meeting.)

2. **Motion** by Olson, 2<sup>nd</sup> by D. Anderson to approve the June 21, 2010 minutes as presented.

Vote: 7 Ayes: 0 Nays.

Motion CARRIED

3. **Motion** by Olson, 2<sup>nd</sup> by Rider to approve the agenda as presented.

Vote: 7 Ayes; 0 Nays.

Motion CARRIED

4. Public Comment: None.

5. Treasurer's Report – Sally Anderson

The deposits as of 7/19/2010 total \$216,546.98. **Motion** by Bostwick, 2<sup>nd</sup> by Lutz to approve payment of W&W Invoices #52747 \$937.75 / #52748 \$213.00 / #52750 \$242.50 subject to approval of the Village Council.

Roll call Vote:

Ayes: S. Anderson, D. Anderson, Bostwick, Lutz, Olson, Rider and Ignasiak.

Nays: None

Motion CARRIED

1<sup>st</sup> pay request is being processed for a total of \$21,401.65

W&W submits the requests to MDOT – MDOT pays the contractor - the

Village will receive an invoice from MDOT for our portion.

6. Old Business

- A. Updated Budget

Mary reviewed the updated Phase-1 budget with item #5 which includes the last 3 invoices.

- B. Construction Schedule Phase 1 Update – *Jim Rozema*

Directional Sign in the Parking Lot – Kathy spoke with Grice's and the Township – 2 week alternate route for no thru traffic. Alternate route will serve customers and delivery trucks. The Township Supervisor does not want semi/delivery trucks using the east township parking lot for exiting.

They also have a safety concern with pedestrians walking on the sidewalk on E. Muskegon St. between the two buildings – blind vision for traffic exiting. Anna will check to see if Grice’s has the mirrors that were used by the bank. Yellow tape will designate the lanes.

A temporary stop sign to direct existing traffic to stop and a “caution sign” will be posted to “look for pedestrians”.

Schedule – The contractor is progressing with the concrete work on the east side of the street. He expects to have the curb done through the Professional Building by this Friday, and the flatwork (sidewalk, driveways, etc.) in the same area done by early next week. All the concrete on the east side of the street should be done sometime during the week of the 2<sup>nd</sup> of August, and the contractor will return to the south end to start on the west side of the street. The construction schedule will be updated. (John Petruska arrived during this discussion.)

## 7. New Business

### A. Phase II Presentation – *Jim Rozema*

Design Schedule – Including Property Acquisition for Shade Structure, Grice’s Pharmacy parking lot & Other Easements

Jim presented a summary of tasks for Phase II, specifically the Consultant Expenses. TE funding has not been appropriated for next year. We have a plan from Consumers Power. Need legal descriptions from Consumers.

Letting:

Two different options to bid – MDOT Letting – or Local Letting.

Local Letting – prepares the specs, prepares the contracts, issues the specs for bid and processes the pay requests. The plans will be reviewed by the Enhancement program and they have their own engineering review staff. The Village would need to fund the whole scope of the project to be able to submit the specs to MDOT – pay for it upfront. Letters of approval would be sufficient from property owners. We would only need a signage permit and the contractor would be responsible for that. Fewer meetings. Engineer would not be required to be on site every day. Options 10 & 11 – their price would be lower.

MDOT Letting – We have to give the contractor 3 choices in the bid, example street lighting fixtures. The plans are reviewed by several engineers. Temporary easements would need to be executed again and recorded with the county. ( 9 easements are needed for Phase II at \$300.00/ea.) More signage would be required. MDOT requires certain meetings. Would we get a check MDOT upfront?

Shade Structure – purchase and obtain an easement for reconstructing the lot - is it subject to set backs. Need a survey.

The timeline was discussed – propose drawings to be completed in October. Will reevaluate at the August meeting.

WW Proposal for Phase 2

Estimate \$25,000 to get sufficient drawings to submit for the enhancement grant. Don't have to do all the specs or cost estimates until after the funding is released. The budget will be re-evaluated after Phase I. Jim will contact Mike Smith about the various issues: reimbursement for maintenance issues, when the funding will be released, local letting/MDOT letting, is this a prevailing wage job,

B. Beth Braspeninx – Master Gardener

Beth expressed interest in maintaining the garden areas should a position become available and inquired about the flowers / planters / irrigation. Beth also volunteers 15 hours / yr to retain her Master Gardener status.

There is a 2-year line item for maintenance, but we question how the village is reimbursed from MDOT. The landscaping for Phase 2 has not been finalized. Rain barrels are being used for irrigation – the village has a water tank in the bed of the p/u. A garden area is planned for the library section and there was discussion about a community garden for donations of perennials.

8. President Ignasiak adjourned the meeting at 8:55 p.m.

Respectfully submitted,

Mary Portell, Appointed Secretary