

VILLAGE OF KENT CITY
DOWNTOWN DEVELOPMENT AUTHORITY
SPECIAL MEETING
Monday, June 1, 2009

1. The meeting was called to order by Chairperson Kathy Ignasiak at 8:00 p.m.

Members present: Sally Anderson, Dean Anderson, Andrew Bostwick, Linda Gary, Kathy Ignasiak, Sharon Olson and John Petruska.

Members absent: Jennifer Carlson.

Others present: Mary Portell, Kelsey Williams, Logan Williams, and Sandy Wylie.

2. **Motion** by S. Anderson, 2nd by Bostwick to approve the March 9, 2009 minutes with one correction - John Petruska as being absent.
Vote: 7 Ayes; 0 Nays. Motion CARRIED
3. **Motion** by Petruska, 2nd by S. Anderson to approve the agenda with one addition under new business, item D. Recap the timeline for expanding the DDA District.
Vote: 7 Ayes; 0 Nays. Motion CARRIED

4. Public Comment – None.

5. Treasurer's Report – Sally Anderson
The deposits as of 6/1/09 - \$222,189.10.
The Major Street had committed \$50,000 to the Streetscape Project. Since the milling/paving could not be approved under the grant as a “streetscape project”, the village will be using that \$50,000 for this expense.
Motion by Petruska, 2nd by Olson to approve payment of the amount of \$110.00 owed to the Village of Kent City.
Roll call Vote:
Ayes: S. Anderson, D. Anderson, Bostwick, Gary, Ignasiak, Olson and Petruska.
Nays: None. Motion CARRIED

Old Business

- A. To Proceed with the Streetscape Project
Define the Steps and Discuss Grants/Loans

The council members that attended the May 22nd meeting want to see the Streetscape Project move forward.

Phase I – would be the street milling/repaving + curbing.

The \$50,000 that the village budgeted will be needed to help pay for the street work that is scheduled for spring 2010. There was discussion about who pays for the curb work – village or DDA - and the curbs need to be done with the street work. There will be elevation issues with the approaches & sidewalks.

Moving the power poles – currently there is no grant money
\$125,000 plus the cost to connection to the mast.
Street Lighting \$75,000
Sidewalks \$5,000

Anything from the curbs back, excluding the power poles, can be covered by grants.

Williams & Works as well as a landscape architect did an on-site visit with Kathy, John & Mary

- Could do some beautification in some areas - Private Parking lot – west side of S. Main Street
- Roundabouts are attractive with grant requests.

There was concern about not piece-mealing the project.

USDA Loans – the Village would be the sponsor

- Community Facilities at 3%.
- Facades at 1%.

TEA Grant Application with a date of 8/03/09 would have a completion date for a Tentative Conditional Commitment Date of 10/05/09.

- B. Discuss the Engineering for the Streetscape Project – Williams & Works
Motion by S. Anderson, 2nd by Petruska to recommend to the council that the Village contract with Williams & Works to engineer the S. Main Street Streetscape Project.

Vote: 7 Ayes; 0 Nays.

Motion CARRIED

Mr. Petruska reminded the members that P&N had done work on the project but never invoiced the village (meetings & cost estimates).

- C. Grant Writer
Motion by Petruska, 2nd by Olson to recommend to the council that Andrew Bostwick be contracted to assist with the TEA grant application for the S. Main Street Streetscape project meeting the contact grant coordinator date of 07/20/09.

Vote: 7 Ayes; 0 Nays.

Motion CARRIED

Motion Petruska, 2nd by Gary to recommend to the council that Andrew Bostwick be paid \$12.00 per hour for his services as Grant Coordinator

Assistant for the S. Main Street Streetscape Project with an amount not to exceed \$1,000 by 07/20/09.

Vote: 7 Ayes; 0 Nays.

Motion CARRIED

- D. Recap the Timeline for Expanding the DDA
The deadline was May 15th. This item was tabled until the next meeting.

New Business

- A. **Motion** by Petruska, 2nd by D. Anderson to recommend to the council that Consumers Power be contacted to prepare a blueprint for the streetscape project for an amount of Six thousand five hundred and 00/100 (\$6,500.00) dollars.
Vote: 7 Ayes; 0 Nays. Motion CARRIED
6. The next meeting has been scheduled for Monday, June 22, 2009 with a new time of 7:00 p.m. Kathy will contact W & W to tentatively schedule a meeting date for Friday, June 12th with her after the council meeting. The DDA members were assigned to think about their vision of the project when they meet with W & W.

The meeting adjourned at 9:45 p.m.

Respectfully submitted,

Mary Portell, Appointed Secretary