

**VILLAGE OF KENT CITY  
DOWNTOWN DEVELOPMENT AUTHORITY MEETING  
REGULAR MEETING  
Monday, May 17, 2010**

1. The meeting was called to order at 7:35 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: Dave Lutz and Anna Rider.

Others present: Mary Portell, Appointed Secretary and Jim Rozema, W&W.

2. **Motion** by Petruska, 2<sup>nd</sup> by Olson to approve the April 19, 2010 minutes as presented.

Vote: 7 Ayes: 0 Nays.

Motion CARRIED

3. **Motion** by S. Anderson, 2<sup>nd</sup> by Petruska to approve the agenda with the addition of signage.

Vote: 7 Ayes; 0 Nays.

Motion CARRIED

4. Public Comment: None.

5. Treasurer's Report – Sally Anderson

The deposits as of 5/17/2010 total \$216,181.75. Motion by Petruska, 2<sup>nd</sup> by Bostwick to approve the Financial Report.

Vote: 7 Ayes; 0 Nays.

Motion CARRIED

**Motion** by S. Anderson, 2<sup>nd</sup> by Petruska to pay the bills for the amount of One thousand, Five hundred sixty-one and 40/100 (\$1,561.40) dollars.

Roll Call Vote:

Ayes: S. Anderson, D. Anderson, Bostwick, Olson, Petruska, and Ignasiak.

Nays: None.

Motion CARRIED

6. Old Business

- A. Updated Budget

Mary reviewed the updated Phase-1 budget with the members.

- B. Updated Project Funding Summary – Jim Rozema

The decision was made to update the Phase-1 budget.

C. Confirm Web Information

These items will be placed on the website:

Contact Information

Contractor's Schedule

Budget prepared by Mary. The invoices for the Master Plan fees and restructuring need to be removed from the Design & Inspection Fees.

D. Cost Estimate on 31 S. Main Street – Jim Rozema

The temporary construction permit was executed for 31 S. Main Street. Mr. Rozema reviewed the additional costs of \$2,570.00 removable and replacement and recommends implementing this in Phase-2. thru the TE project.

E. Review TE Conditional Commitment dated 5/6/2010 – Jim Rozema  
Phase-2 of the Project

Mr. Michael Smith, MDOT, submitted a revised TEA CC. The grant amount remains the same \$315,494.50. The Village match amount is reduced from \$197,571.00 to \$128,313.50. This reduction is due to the fact that the TE project cannot be constructed with the ARRA project this year. The village is using more of the match this year to complete curb, sidewalk, and drainage improvements. TE Application – the next step is the design, cost estimate, right-of-way and easement acquisitions, MDOT permits and funding secured to get Notice of Approval.

Farmer's Market – USDA funding – Jim is making inquires about this.

There was discussion about the DDA fund balance as of the end of the year – it will be low.

Need six week lead to get the letter of commitment.

Will need to budget the maintenance items once the project is done.

F. Signage for parking and deliveries for Vision's, PaPa Piccione's, Post Office and Kent City Medical Center to be placed in the drive between Grice's and the Township.

Kathy will make a directional sign "Local Business Access". Need it for the 2-week closure period. Suggestion was made to have the traffic exit on the east side of the township.

7. New Business

A. 2011 Estimated Capture – Mary Portell

The estimated capture is \$46,882.23 and will be verified by the Treasurer.

**Motion** D. Anderson, 2<sup>nd</sup> by Petruska to adjourn at 9:04 p.m.

Respectfully submitted,

Mary Portell, Appointed Secretary