

**VILLAGE OF KENT CITY
DOWNTOWN DEVELOPMENT AUTHORITY MEETING
REGULAR MEETING
July 19, 2018**

1. The meeting was called to order at 7:01 p.m. by Chairman Bostwick at 83 Spring Street, Kent City.

Members present: Dean Anderson, Andrew Bostwick, Glenn Crabtree, Nick Lewis, Sharon Olson and John Petruska.

Absent: Kathy Ignasiak and Liz Knapp.

Others present: Mary Portell, Appointed Secretary.

2. **Motion** by Petruska, 2nd by Olson to approve the April meeting minutes with a change that Tyrone Township purchased 106 N. Main.

Vote: 6 Ayes; 0 Nays.

Motion CARRIED

3. **Motion** by Petruska, 2nd by Crabtree to approve the agenda with the addition of 90 Spring Street and PA57.

Vote: 6 Ayes; 0 Nays.

Motion CARRIED

4. Public Comment – None.

5. Financial Report

The bank balances for 6/29/18: checking \$57.00 and savings \$60,025.49 (6/29/18).

Clerk Portell reported that the summer capture will be \$40,582.05 which will be invoiced 8/1/18. Total capture for 2018 is \$48,511.93

Motion by Petruska, 2nd by Lewis to reimburse the General Fund \$460.00 for Jacobsen's Floral & Atwood's invoice.

Roll call Vote:

Ayes: Anderson, Crabtree, Lewis, Olson, Petruska and Bostwick.

Nays: None.

Motion CARRIED

The email from the assessor dated 5/15/18 regarding the personal property at 90 Springs Street was discussed regarding the possibility of a significantly reduced capture for 2019. Determine if the personal property should be removed from the DDA capture. The Village of Sparta does not capture any personal property in their DDA.

6. Business

- A. Façade Grant Application from Kent City Farm & Garden

Motion by Petruska, 2nd by Anderson to approve the Façade Grant application for Kent City Farm & Garden subject to approval upon a complete total project cost on the application, contingent that the project cost not be less than \$21,400.00.

Roll call Vote:

Ayes: Crabtree, Lewis, Olson, Petruska, Anderson and Bostwick.

Nays: None.

Motion CARRIED

Upon discussion, the board feels that the scope of the project is adequate under the façade enhancement program and it meets the parameters.

Disbursement is for \$5,000.00.

- B. Continue StreetScape Project – Petruska suggested making improvements to the north of Muskego Street on the east side to the new proposed library at 106 N. Main Street and the school needs to expand. Anderson stated this will not bring in any new capture and feels growth will go to the west to M37. Which investment gives us the most return? Enhancement going north and infrastructure to the west. There was discussion about growth on W. Muskegon ~ nothing on the south side. The largest vacant property is on the north side east of the strip mall.
Amend the application: Total Cost \$_____ and Eligible Cost \$_____
- C. Expand the Main Street Pavilion – starting the programs and keep going with them.
- D. Target Problem DDA Properties & Create An Action Plan ~ put together a list of the problem areas.
- E. Fund a Major Promotional Campaign
- F. Hire an Experienced Person ~ is it a staff person, is it a dependent contractor, or a consultant. Petruska stated the village has discussed filling the Village Manager’s position in 2 years – clerk position and part-time treasurer position would be appointed. Clerk Portell has a lead on a past DDA Director. The board is interested in pursuing this prospect.
- G. Develop a Coordination Effort with Other DDA’s – Coopersville ~ hired a consulting firm because they have businesses going out, how to maintain their downtown. President Bostwick stated it’s been a great source of information researching other DDA’s. The board discuss a commercial water system district.
Andrew would like to start with F. & G. and contact Coopersville and move upward on this agenda and bring information back to the board.
There was discussion about extending sidewalks on the north and south side of W. Muskegon. And the vacant building at 7 E. Muskegon.
Research with DDA’s and consultants ~ 20 hours.
- H. Clerk Portell shared News Bulletin regarding PA57 Recodified Tax Increment Finance Act establishing transparency on the website. The village needs to be compliant after the 2/28/2019 audit. Need to gather information for PA57.

7. **Other Comments** – None.

Next meeting date: will be determined upon information from the Township Assessor. Maybe schedule a meeting during his office hours.

8. **Adjourn** – Chairman Bostwick adjourned the meeting at 9:15 p.m.

Respectfully submitted,

Mary Portell, Appointed Secretary