

**DOWTOWN DEVELOPMENT AUTHORITY**  
**VILLAGE OF KENT CITY – MEETING MINUTES**  
**Tuesday, August 25, 2020**  
**6:00 p.m.**  
**83 Spring Street, Kent City MI**

1. Chairman Bostwick called the meeting to order at 6:00 p.m.  
Members Present: Andrew Bostwick, Glenn Crabtree, Jason Fulton, Kathy Ignasiak, Liz Knapp, Sharon Olson.  
Member Absent: Nick Lewis and Bert Rose.  
Others present: Mary Portell, App Secretary and Mr. Nathan Zarnosky.

2. **Motion** by Crabtree, 2<sup>nd</sup> by Fulton to approve the January 28, 2020 meeting minutes with no changes.  
Vote: 6 Ayes; 0 Nays. Motion CARRIED

3. **Motion** by Knapp, 2<sup>nd</sup> by Ignasiak to approve the agenda with the addition of two façade applications from K.C. Car Wash and 97 S. Main Street.  
Vote: 6 Ayes; 0 Nays. Motion CARRIED

4. Public comment – No public present.

5. Finance Report – Balance as of 07/31/2020  
**\$263.00 Checkbook Balance**  
**\$ 91,806.82 Savings Balance**

**Motion** by Crabtree, 2<sup>nd</sup> by Fulton to approve payment to the General Fund for the amount of Five hundred, thirty-one and 81/100 (\$531.81) dollars.

Roll call Vote:

Ayes: Crabtree, Fulton, Ignasiak, Knapp, Olson and Bostwick.

Nays: None.

Motion CARRIED

6. Business

- A. Act 57 Requirements ~ nothings been received from the state regarding deadline of 8/31/2020. Updated information will be put on the web.

- B. **Motion** by Crabtree, 2<sup>nd</sup> by Ignasiak to pay the invoice from Cut It Clean for Four hundred (\$400.00) dollars to remove the tree at 39 S. Main Street that was hit by a drunk driver.

PROPOSED

Roll call Vote:

Ayes: Crabtree, Fulton, Ignasiak, Knapp, Olson and Bostwick.

Nays: None.

Motion CARRIED

- C. Members will look at the trees on S. Main Street to discuss removal/repair/replace at the next meeting. Some of the bark is split which is due to the roots not growing from the sidewalk. (Member Olson adjourned from the meeting.)
- D. Northwoods contract to spray for weeds, edge sidewalks and clean up shrubs in beds on S. Main Street. Kathy questioned why DPW couldn't spray for weeds and edge. Andrew commented that a licensed is required and notices posted when weeds are sprayed in public areas. Mary stated village contracts this out. Mary wasn't sure if the village had a edger, but stated that mowing is all the DPW has done on Main St. There are 2 full time employees that do all the DPW and Sewer work for the village.

**Motion** by Ignasiak, 2<sup>nd</sup> by Fulton to pay the contract from Northwoods Greenscapes for the amount of One thousand, Three hundred 00/100 (\$1,300.00) dollars to maintain plantings, weed and edge.

Roll call Vote:

Ayes: Fulton, Ignasiak, Knapp, Crabtree and Bostwick.

Nays: None.

Motion CARRIED

- E. Report on Main Street parking lot project behind pavilion  
The deeds have been submitted to Kent County for the parking lot property acquired from Grice's Pharmacy and Tyrone Township. The engineer will estimate the total project costs but will include in the acknowledgements that they cannot forecast everything. They will prepare a scope of the project, breakdown the costs for all participants involved, do soil borings and then tweek the costs. We'll apply again for a CDBG grant. Jason Fulton offered to take a grant writing class. Mary stated that Sue Smalley is signed up for one in December. Andrew took one thru GRCC. An update will be given at the next meeting. (Olson present)
- F. Chairman Bostwick read thru both Façade applications ~ Kent City Car Wash and 97 S. Main Street. Mary reported that the budget for this year is \$5,000.00 for the façade program. At the time the budget was approved, hardly any applications were being submitted. K.C. Lounge picked up an application Monday and Glenn reported that Grice's is interested in

PROPOSED

submitting an application. There would be \$1,000 left over if someone wants to do a \$2,000 application. Kathy questioned when Phase II Streetscape on N. Main Street should be started or continue with the Façade Program. Comments were to continue with the Façade Program to help make the buildings appealing for businesses to stay and attract customers. Car wash cost estimate is \$8,800.00 and up + \$1,200 for steel but his request is for \$4,000.00. Mr. Zarnosky asked if he could submit a separate application for windows. Members said no. He is requesting \$5,000 for 97 S. Main Street. Mary reported that the DDA capture this year is \$55,836.96. \$50,000 was budgeted.

**Motion** by Ignasiak, 2<sup>nd</sup> by Fulton to amend the DDA budget, Façade Program to \$10,000.00 from \$5,000.00.

Vote: 6 Ayes; 0 Nays.

Motion CARRIED

**Motion** by Crabtree, 2<sup>nd</sup> by Knapp to approve K.C. Car Wash's Façade Application for a request of Four thousand (\$4,000.00) dollars.

Vote: 6 Ayes; 0 Nays.

Motion CARRIED

**Motion** by Ignasiak, 2<sup>nd</sup> by Crabtree to approve 97 S. Main Street's Façade Application for a request of Five thousand (\$5,000.00) dollars.

Vote: 6 Ayes; 0 Nays.

Motion CARRIED

G. Halloween activities for DDA have been cancelled due to COVID-19. Mary reported that the Legion Auxiliary is going to hand out goody bags to kids in cars.

H. Election of Officers ~ was done in January.

I. Next meeting date: Tuesday, October 27, 2020 at 6:00 p.m.

7. Other Comments – Mary reported there will be a flyover of B17, C47, B25 World War II for the 75<sup>th</sup> Anniversary of the end of WWII at 6:00 p.m. on September 2<sup>nd</sup> starting from Ypsilanti at 5:12 PM to GR Vets Home.

Motion by Ignasiak to adjourn the meeting at 7:20 p.m., 2<sup>nd</sup> by Crabtree.

Respectfully submitted,

Mary Portell, Appointed Secretary