



Kingsley Downtown Development Meeting
207 South Brownson Ave, Kingsley, MI 49649

08.07.2023

Meeting called to order at 6:07p by DDA President / Chair Max Anderson

Roll Call: Allman X, Anderson X, Ascione X, Ashmore X, G. Bogart AB, Burke AB, McKellar X, Sieffert X, Lajko X, Steele X, Reyburn AB.

Motion to amend the agenda to add approval of 6.21.23 minutes.

Motion by SIEFFERT Seconded by LAJKO to accept the agenda as amended.

Motion by SIEFFERT Seconded by LAJKO to approve 6.21.23 minutes.

Reports from the Board

1. Village Council -Included in Kaitlin update.
2. Village PC- N/A
3. Township Board- Solar Panel Update
4. Township PC- N/A
5. Other – N/A

New –

1. ***Property Acquisition Update-*** John's Auto/Auto Tech. Due diligence on Auto Tech; deal is closing and Phase I is complete. Auto Tech was not considered to be a

facility/contaminated. John's Auto-Phase II is in progress. Chris Forsyth has been an immense help to the DDA with grant assistance. Blyth Elimination was not granted but we will submit again for it in a round 2 opportunity.

- 2. Engagement of Networks Northwest Planning-** TIFF Plan help. Networks Northwest has engaged DDA and has sent a proposal. See quote attached for \$10K with a detailed scope of work that would be included. The grant we applied for could potentially cover these costs if approved. Networks Northwest is a reputable company that has experience with this. Marc recommended interim step to explore potential TIFF changes before we approve the spending of the entire \$10K and wanted to make sure we had the option of ceasing during the process if needed. Chris Forsyth was phoned in during the meeting and those questions were clarified and that was given to be an option.

Motion by MCKELLAR Seconded by ALLMAN to spend up to \$10,000 to Networks Northwest. (Quote attached).

Roll Call: Anderson Y, Allman Y, Ascione Y, Ashmore Y, McKellar Y, Sieffert-abstain, Lajko Y, Steele Y,

Motion Carries.

- 3. The Blox Opportunity Request-Shai Harter:** Redefined has been chosen as a finalist for reality TV Show, The Blox and are asking the DDA to commit up to \$5000 toward travel/costs for the show. The DDA is unsure if we can do this under DDA rules. Marc McKellar is going to look into this and follow-up with Shai & Natalie in a 24-48 hour timeframe. Max engaged DDA board member's weigh in and several members expressed support.

Old -N/A

Communications-

Village/Kaitlin Update:

- Roger in zoning retired at the end of June, posting coming soon. Village Clerk resignation—Both jobs are posted and currently interviewing.
- Village is rebuilding their website, targeted to roll out in September.
- Brownson/M113 pedestrian complaints about crossing at main intersection led to the Village refreshing the markings.
- Lead tunnel project may be finished early.
- Brownson Park bids are in.
- Waiting on wayfinding so we can proceed with the project.
- RRC Update-Much more to come on this. Kaitlin has made DDA board members aware

that help will be needed in the future. Discussion around RRC vs. RRC Essentials and the differences in both.

Marketing Update:

- Business Coffee
- Radio Advertisements-recordings coming soon!
- BOB FM comments/Switching channels but increasing prices. Marc was going to investigate this further.
- Newsletter Update. Running for October-school board will determine further involvement and if this will continue to exist.

Financial Reports: On-time payment reporting for Lumbeeryard.

Public Input: N/A

Any Item deemed necessary: Meeting times. Originally switched to 6:30p at the beginning of the year for 2023 season but board members agreed resuming to 6:00pm meeting times would work better. Make sure to update DDA website/FB page so all places say 6pm.

Motion by SIEFFERT seconded by MCKELLAR to adjourn at 7:45PM.

8/1/2023

To: Kingsley DDA Board

From: Rob Carson, AICP, Community Development Director

Re: Kingsley DDA Plan Scope of Work and Cost Estimate

Scope of Work Summary:

The following details a scope of work and cost estimate for the completion of an updated DDA Plan, including structuring of a Tax Increment Finance Plan and Economic Development Strategy to be contained within. This process will gather public input, summarize and categorize the input, detail improvements which were strategized within the previous plan with a map of locations and images of those improvements, present strategies for future improvements, provide a map of locations of desired future improvements and images from similar improvements from other communities, structure a database of parcel records with projected TIF tax capture, perform a review of the operating procedures and by-laws for the board, outline detailed economic development and implementation strategy and provide a road-map for approval of the plan.

Process Outline and Time/Cost Estimates:

Hourly Rate: Networks Northwest contracts at a rate of \$100 per hour. We do not charge for travel time or travel expenses, strictly for the time to be spent in meetings or working on the project. Our hourly rate includes our access to our subscriptions for data, geospatial data software and Adobe product suite.

Meeting Attendance: Networks Northwest will be present for a total of eight meetings or public engagement sessions through the span of the process. Meeting attendance is to include those necessary for adoption proceedings if staff is desired to attend. Required attendance at additional meetings for completion of the process will incur a charge of \$400 per meeting.

- Existing Plan Review: (4 hours)
 - The existing DDA Plan will be thoroughly reviewed to note past strategies, desired infrastructure improvements and overall past community direction.
- Preparation, Gathering and Summary of Public Input: (18 hours)
 - Public input will be gathered through an in-person drop-in session to be held at a time and location selected by the DDA Board. A public information session flyer will be created as well as a letter to be sent to property owners within the DDA District Boundary inviting them to the scheduled drop in session. The session will be structured with maps and images to garner input about and for the DDA District. General input from the session will drive the formulation of strategies and goals when coupled with information provided by the DDA board members.
- Examination, Cataloguing and Mapping of Past Improvements: (12 hours)
 - A base map will be created of the DDA District. The Board will provide the location and timing of past projects. Past projects will be cataloged with improvement descriptions and dates, pictures will be obtained and improvements will be digitized for display within the map. A database will be created behind the improvements for continued ease of updating into the future

- Future Infrastructure/Project Improvements & Estimates: (22 hours)
 - Staff will work with the DDA Board, utilizing the public input obtained to strategize for future improvements and projects for infrastructure, including dedicating time to strategize on potential redevelopment of County Land Bank acquired property, where two auto shops, John's Auto and Auto Tech currently exist. This will include use of maps to identify project locations and will also incorporate the gathering of images of similar improvements from other communities. Estimated costs for improvements/projects will be researched and obtained and cataloged for each improvement.
- Parcel Database, TIF Projection: (12 hours)
 - The parcel data for all properties with owner information, parcel size, property classification and projected TIF will be developed for placement within the plan.
- Operating Procedure, By-law Review: (8 hours)
 - A review of operating procedures and by-laws will be conducted to determine any insufficiencies and to also provide direction for ease of processes and maintaining transparency.
- DDA Goal & Economic Development Strategy Development: (16 hours)
 - Staff will work with the DDA Board to determine strategies for desired programs and overall goal development for the organization. Strategies will be drafted and provided for review.
 - Staff will develop an implementation strategy, work with the DDA to prioritize projects and processes to be implemented within the community.
 - Staff will outline revenue and grant sources for support of implementation efforts.
- TIF Plan Approval Roadmap (3 hours)
 - A roadmap will be developed to outline step by step the necessary tasks for the process of adoption of the TIF Plan.
- Document Development and Formatting (12 hours)
 - Utilizing the information from the process, a draft plan will be developed which contains each of these items. The plan will be comprehensive and contain maps and images in order engage the reader.

Total Estimated Time: 100 hours @ \$100 per hour.

Total Cost Estimate: \$10,000.00