



Kingsley Downtown Development Special Meeting

207 South Brownson Ave, Kingsley, MI 49649

**06.21.2023**

Meeting called to order at 5:03 by DDA President / Chair Max Anderson

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

Note: Burke here @ 5:09pm, Ascione here @ 5:11pm

Motion to amend the agenda to add Flower Purchase invoice under new business.

***Motion by SIEFFERT Seconded by MCKELLAR to accept the agenda as amended.***

Reports from the Board

1. Village Council -N/A
2. Village PC- Roger retiring this month. Seeking a new candidate. Part Time Village Clerk vacancy open. Hotel Update.
3. Township Board- N/A
4. Township PC- Master Plan Update
5. Other – N/A

New –

1. Property Acquisition Update: Moving along as planned. Phase 1 is slated to be done

soon along with survey.

2. Invoice for \$3250.00 to Kuhn Rogers (Joe Quandt) services for due diligence performed for property acquisition. Blight Elimination grant for John's Auto was applied for. We should know more by September.

***Motion by SIEFFERT Seconded by STEELE to pay Invoice to Kuhn Rogers for due diligence for property acquisition in the amount of \$3250.***

**Roll Call:** Anderson Y, Ascione Y, Ashmore Y, , Burke Y, McKellar-abstained, Sieffert Y, Lajko Y, Steele Y,

Motion Passes.

3. 23-/24 Radio Add Request-Price is not final yet for the new season, but historically we have participated in this the past few years to allow Kingsley DDA businesses to be advertised via radio ads during the 23-24 Kingsley football season with BOB FM.

***Motion by MCKELLAR Seconded by SIEFFERT to approve up to \$2750 for 23/24 radio add season (including playoffs).***

**Roll Call:** Anderson Y, Ascione Y, Ashmore Y, Burke Y, McKellar Y, Sieffert Y, Lajko Y, Steele Y,

4. Minute correction from 2/6/2023. Correcting amount to pay Sierra LaRose from \$1500 to \$7500.

***Motion by MCKELLAR Seconded by SIEFFERT to amend 2/6/2023 minutes to change amount from \$1500 to \$7500. All Approved. Motion Carries.***

5. Farmer's Market Funding-Payment for the work Sierra did is being requested. DDA and Sierra fulfilled the requirements asked; 3-5 projections provided; Village is paying her to avoid any liability for DDA as recommended by the auditor. (DDA will write a check to the Village and the Village will pay Sierra in two sums). \$7500 in total; \$1500 for Night Out and \$6K for the Farmer's Market.

***Motion by LAJKO Seconded by BURKE to authorize DDA to pay the Village of Kingsley \$7500 to then pay Sierra LaRose for the work done for Kingsley Night Out and the Farmer's Market for the Village to disburse in two sums (half upfront and the other half upon completion).***

**Roll Call:** Anderson Y, Ascione Y, Ashmore Y, Burke Y, McKellar Y, Sieffert Y, Lajko Y, Steele Y,

All Approved.

6. Kingsley Holiday Decorations-In the past money was used from community donations to fund Christmas lights. Meeting with the company who provides this service to get options/quotes for upcoming season.
7. Other Items-Trunk or Treat future organization. Will this continue? Who will take it on?

To be discussed at a later time.

8. Flower Purchase-Total cost \$734.79 for flowers. Village is paying Deb overtime to water these flowers planted into planters currently. DDA would like to explore future community involvement or reimbursement options for this project. To be discussed at a later time.

***Motion by MCKELLAR Seconded by ASCIONE to pay Invoice for \$734.79 to the Village of Kingsley to cover flower purchases.***

**Roll Call:** Anderson Y, Ascione Y, Ashmore Y, Burke Y, McKellar Y, Sieffert Y, Lajko Y, Steele Y,

All Approved. Motion Carries.

Old -N/A

Communications- Kaitlin Update: Whispering Pines, Spark Grant, Brownson Park Updates.

Financial Reports:

1. Audit Findings- A rough draft of minutes needs to be put up on the website 5-8 days after meeting. A final copy needs to be made available 5 days after approval.
2. Questions about donations and whom we make checks payable to. It was suggested we make checks payable directly to vendors.

Public Input: Ryan Quinn comments about public perception and how to better share information in the future.

Any Item deemed necessary: Marc would like to have the Wayfinding discussion added as a topic for discussion at the next meeting.

***Motion by MCKELLAR seconded by ASHMORE to adjourn at 6:47PM.***

R. Edward Kuhn  
 Terry C. Rogers (LLM, Taxation)  
 Edear Roy III  
 Joseph E. Quandt  
 Gregory J. Donahue  
 Gregory L. Jenkins  
 Gina A. Bozzer  
 Troy W. Stewart

# KUHN ROGERS PLC

4033 EASTERN SKY DRIVE  
 TRAVERSE CITY, MI 49684  
 Phone 231-947-7900  
 Fax 231-941-3151

spvankerserv@kuhnrogers.com KuhnRogers.com

Christopher G. Rogers (MI & IL)  
 David P. Glenn  
 James D. Praasterink  
 Marc S. McKellar  
 Patrick M. Ellis  
 Jordan A. Ascione-Broad  
 Bridget L. Saxton

KINGSLEY DDA  
 C/O MAX ANDERSON  
 115 BLAIR STREET  
 PO BOX 208  
 KINGSLEY, MI 49649  
 GENERAL MATTERS

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 Statement Date 04/30/2023  
 Statement No 1  
 File No 12124-0000

## FEES

			HOURS	
03/16/2023	JEQ	Review revised documents including purchase agreement, development reimbursement agreement and other documents and information from county officials; draft notes regarding follow-up; brief telephone conference regarding same	1.40	455.00
03/17/2023	JEQ	Review/respond to emails from Ross Hammersley and others; draft and revise redline versions of purchase agreement and development and reimbursement agreement; draft notes regarding follow-up	1.80	585.00
03/30/2023	JEQ	Review/respond to emails and information; review preliminary comments regarding prior redline changes; draft notes regarding follow-up; review/respond to emails regarding scheduling of discussion, transaction points; draft notes regarding follow-up	0.80	260.00
04/04/2023	JEQ	Review last version of revisions to development agreement, purchase agreement, and other documents; prepare for and attend conference with land bank authority officials; draft notes regarding same	2.50	812.50
04/07/2023	JEQ	Review/respond to emails with Land Bank officials; review additional revisions to documents; draft notes regarding follow-up; prepare comments regarding same for further follow-up	0.80	260.00
04/09/2023	JEQ	Review revised development and purchase agreement provided by Land Bank; draft notes regarding follow-up	0.80	260.00
04/10/2023	JEQ	Review and revise development agreement, purchase agreement and other documents; review further revisions from County Land Bank Authority; telephone conferences regarding same; further review and revisions	1.90	617.50
<b>CURRENT FEES</b>			<b>10.00</b>	<b>3,250.00</b>

## SUMMARY

TIMEKEEPER	TITLE	HOURS	H'RLY RATE	TOTAL
JOSEPH E QUANDT	ATTORNEY	10 00	\$325.00	\$3,250.00

KINGSLEY DDA

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Statement Date 04/30/2023  
Statement No. 1  
File No. 12124-0000

TOTAL CURRENT WORK	3,250.00
BALANCE DUE	<u>\$3,250 00</u>

**When paying by check, online bill-pay, or other payment process, please include your name and file number to help us apply it to the correct account.**

**A surcharge of 3% will be applied to all credit card payments. This charge is not greater than our cost of acceptance. There is no additional charge for debit card payments.**

Thank you!



# Invoice

207 S. Brownson Ave.  
P.O. Box 208  
Kingsley, MI 49649  
Phone: 231-263-7778  
Fax: 231-263-2278

<b>DATE:</b>	6/21/2023
<b>INVOICE #</b>	06212023-1
<b>Customer ID</b>	DDA

BILL TO:	SERVICE ADDRESS	DATE DUE
Kingsley DDA P.O. Box 208 Kingsley, MI 49649		

CONTACT	P.O. #	SHIP DATE	TAX ID	F.O.B.	SERVICE TYPE
Deb Nickerson					

DATE	DESCRIPTION	AMOUNT DUE	PAYMENT	TOTAL
5/23/2023	21 Wave Petunia Flats	\$ 734.79		\$ 734.79

**Other Comments or Special Instructions**

SUBTOTAL	\$	734.79
TAX RATE		0.000%
TAX	\$	-
S & H	\$	-
OTHER	\$	-
<b>TOTAL</b>	<b>\$</b>	<b>734.79</b>

Make all checks payable to  
**Village of Kingsley**

If you have any questions about this invoice, please contact  
Deb Nickerson at 231-263-7778 or [kvtreasurer@villageofkingsley.com](mailto:kvtreasurer@villageofkingsley.com)

5/23/2023 9:31 AM  
Store: TCH

Sales Receipt #128896  
Workstation: 8

Customer Copy  
**Garden Goods**

3510 N. US-31 S.  
Traverse City, MI 49684  
(231) 933-4769

Bill To: Village of Kingsley  
Village of Kingsley  
207 S. Brownson  
Kingsley, MI 49649

Cashier

Item Name	Qty	Price	Ext Price
Wave Petunias Fiats	21	\$34.99	\$734.79 T
Annuals Mis:			

Subtotal: \$734.79  
Exempt 0 % Tax: + \$0.00

**RECEIPT TOTAL: \$734.79**

Credit Card: \$734.79 XXXX0095  
VISA CREDIT Expiry Date: XX/XX  
Reference # 1000101570 Auth=803213  
Entry: Chip Merchant # \*\*27438  
Transaction Date: 5/23/2023 9:31 AM

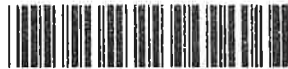
Signature \_\_\_\_\_

I agree to pay above amount according to card  
issuer agreement (merchant agreement  
if credit voucher)

AID: A0000000031010

PLEASE RETAIN FOR YOUR RECORDS

Thanks for shopping with us!



128896

No additional transfer fees or taxes apply.

Payment services brought by:  
Intuit Payments Inc.  
2700 Coast Avenue, Mountain View, CA 94043  
Phone number 1-888-536-4801  
NMLS #1098819

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