

# DRAFT MINUTES



Kingsley Downtown Development Meeting  
207 South Brownson Ave, Kingsley, MI 49649  
**6.3.2024 6:00pm**

Meeting called to order at 6:00p by DDA President / Chair Max Anderson

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

*Amendment to the Agenda: Networks Northwest and RFP items first. Add to new business: Radio Add Request.*

***Motion by ALLMAN Seconded by ASHMORE to accept the agenda as amended. All approved.***

***Motion by ALLMAN Seconded by LAJKO to approve minutes for April 1, 2024. All approved.***

New –

1. Networks Northwest Proposal:

Joining us is Chris Forsythe and Matt Cook-Question proposed by DDA, more information on how we will work through this proposal and if changes can be made to the items. (once we know more or a project manager is hired). The DDA's concern is that some of the items on this proposal include information we may already have so we want to ensure we are not paying for things that we don't need. It was shared by Matt that this proposal was designed based on work that NNW did with Fife Lake, based on best practices. Recommended that we work with a project manager or a consultant before engaging with Networks NW.

2. RFP for Project Management:

We are looking for a project manager that can guide us through this project. We have identified the main components to the services we are looking for: planning, engagement, marketing, and developments.

Kaitlyn is going to prepare a draft by Wednesday and from there will give us a week to review. Monday June 17<sup>th</sup> is our target date for approval with a July 10<sup>th</sup> date for a final. When it is finalized, the consultant/project manager search will begin immediately. Interviews tentatively planned for July 22-24<sup>th</sup>, 3-7pm slots. Stacy, Max, Kaitlyn, and Mary will assist with organizing interviews for candidates.

3. Flower Caretaker:

DDA previously committed to hiring someone to water the plants in the planters. Max Anderson will be responsible for talking to an identified individual to see if this person is open to it, if not we can seek other options such as hiring kids for the summer. This cost will need to be run routed through the Village for 1099 purposes.

***Motion by ASHMORE Seconded by ALLMAN to spend up to \$1000 for plant watering in the DDA district through the end of September.***

**Roll Call:** Allman Y, Anderson Y, Ashmore Y, Lajko Y, Steele Y.

4. DDA Accounting Services:

Recommended to hire someone to do the bookkeeping based on previous audit turn-around times. DDA Seeking assistance from Village. Kaitlyn will bring this topic up at the next village council meeting; tasks like audit prep, deposits, and QuickBooks are needed.

5. Redevelopment Project Subcommittee:

Tableing this until a consultant/project manager is hired. DDA will be responsible for managing this person and they will report to the board as a whole. Because of this change, the DDA will go back to monthly meetings effective immediately. Added dates for special meetings will be: July 15<sup>th</sup>, July 22-24 for interviews in which times will be set, September 16, November 4. The meeting schedule will be updated by Max Anderson and noticed appropriately by Jena and the Village.

6. Radio Ads for 2024/25 Football Season:

The DDA has agreed to pause on this for the coming year because of the costs incurred with various projects and business requests. We will continue to seek alternatives to benefit our local businesses.

## Reports from the Board

1. Village Council – Brownson Park construction starts between August 5<sup>th</sup>-19<sup>th</sup>. \$500K grant ask from MEDC, waiting to hear. Pilot housing request in Bobcat Development, being discussed. Road Improvement grants-asking the DDA for a letter of support. DDA agrees they are in support of this and can provide. Dance Company Update. Online Utilities payment method, coming soon!
2. Village PC- Chicken ordinance was finalized!
3. Township Board- n/a
4. Township PC- n/a
5. Other – n/a

Old –N/A

## Communications-

Village Update-N/A

Marketing Update- Newsletter-next one will come out around the end of June or late July. The DDA would like to participate. Business Director has been updated as there have been a lot of changes! Our Civic Center Disc golf course made the best RED HOT list. Business coffee, scheduled for this Wednesday. Stacy invited the public to her open house on 7/15.

Financial Report- No Reports, Treasurer absent.

Public Input: N/A

***Motion by ALLMAN seconded by LAJKO to adjourn at 7:59p. All approved.***