



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

**8.5.2024 6:00pm**

Meeting called to order at 6:15p by DDA President / Chair Max Anderson

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

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

***Motion by ALLMAN Seconded by LAJKO to approve minutes for 6/3/2024. All approved.***

Reports from the Board

1. Village Council – \$500K From MEDC awarded for park improvements. Should be completed by Thanksgiving. Walton Construction Update. Clerk Position being reposted as part time.
2. Village PC- Village approved zoning variance, (2) new requests.
3. Township Board-Maste Plan in progress
4. Township PC-N/A
5. Other –N/A

New- N/A

Old –

1. RFP for Project Management for Pre-Development Activities: (3) submissions have been submitted and it was agreed upon by the board that we should interview all three. Only one of these submissions was completed fully so we will need to request the required information for consideration. Interviews to be scheduled in August; potentially the 26<sup>th</sup> or 27<sup>th</sup> aiming to schedule them for the same day (26<sup>th</sup> , using the 27<sup>th</sup> as an alternate). A scoring matrix will need to be created in order to obtain the same information from each company. Kaitlin will assist in the design on this matrix.

**Motion by** MCKELLAR **Seconded by** ALLMAN **to** waive irregularities relates to the RFP's and set interviews for all (3) submissions (CIB, ECT, DHS) on August 26<sup>th</sup> and to authorize Mary and Kaitlin to create a scoring matrix for interview questions. **All approved.**

2. RFP for RRC Certification: Discussion around next steps and DDA's cost involved in completing this certification.

**Motion by** MCKELLAR **Seconded by** ALLMAN **to** approve 50% costs, not to exceed and up to the amount of \$22,982.50 for progressive A/E to assist the Village and DDA in completion of RRC Certification.

**Roll Call:** Allman Y, Anderson Y, Ashmore Y, McKellar Y, Lajko Y. **All approved.**

Communications-

Village Update-N/A

Marketing Update- Jena is waiting on timelines for newsletters so we may add to it.

Financial Report- Invoice from CPA going out in the mail. Dance company payment to be mailed out.

Other: Attendance- If you cannot make the meeting, you must let Max know. We did not have a quorum in July as only three people showed up. By September we will look at the make-up of the board and discuss participation.

Public Input: N/A

**Motion by** LAJKO **seconded by** ALLMAN **to adjourn at 7:07p.** **All approved.**