



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 17th is our target date for approval with a July 10th date for a final. When it is finalized, the consultant/project manager search will begin immediately. Interviews tentatively planned for July 22-24th, 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:

Tableting 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 15th, 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 5th-19th. \$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.

5/31/2024

To: Kingsley DDA Board

From: Rob Carson, AICP, Community Development Director

Re: Kingsley DDA Master Plan Scope of Work and Cost Estimate

***Cost Estimate Valid for 60 days from the date at the top of the estimate sheet.**

Scope of Work Summary:

The following details a scope of work and cost estimate for the completion of Master Plan for the Kingsley Downtown Development Association.

Process Outline and Time/Cost Estimates:

Hourly Rate: Networks Northwest contracts at a rate of \$125 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/public engagement sessions through the span of the process. 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.
 - The existing Village Master Plan will be reviewed to identify land use policy and guidance for the area of the DDA.
- Existing DDA Data Gathering and Display (8 hours)
 - Gathering and displaying data that is representative of the DDA District. The DDA District Boundary will be digitized, allowing for the selection of data specific to the DDA. This data will include parcel, land use and zoning information as well as structure data ascertained from existing address data. We will display on-ground land use, structure locations, and zoning. This information will be utilized during the public input sessions and the remainder of the plan strategy and development process.
- Preparation, Gathering and Summary of Public Input: (8 hours)
 - Networks Northwest staff is currently leading a Master Plan and Recreation Plan development process with the Village of Kingsley. To create efficiencies for NN staff and the Village of Kingsley, we will incorporate this planning process into the existing community engagement dates for the Village of Kingsley Master Plan and Recreation Plan. These dates are to be held during the summer and fall of 2024.

- 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: (14 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.
- DDA Goal & Economic Development Strategy Development: (14 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.
- Future Infrastructure/Project Improvements, Estimates & Prioritization: (20 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 as examples. Estimated costs for improvements/projects will be researched and obtained and cataloged for each improvement. Lastly a prioritization process will be undertaken with the DDA Board members to rank and prioritize future improvements and programs.
- DDA Land Use Policy and Zoning Requirements (14 hours)
 - A comprehensive summary of existing land use policy and zoning requirements will be conducted. Analysis of the community engagement findings, the DDA Board work session strategies for improvements and prioritizations along with goals and economic development strategies will lead to identification of deficiencies, hindrances and challenges to meeting the desired outcomes. Sample policy and regulatory language for overcoming and supporting desired outcomes will be provided.
- 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: 94 hours @ \$125 per hour.

Total Cost Estimate: \$11,750.00