Kingsley Downtown Development Meeting

207 South Brownson Ave, Kingsley, MI 49649

10/6/2025 DDA Meeting Minutes

Meeting Called to order @ 5:00p by Max Anderson.

Role Call: Allman X, Anderson X, Ascione X, Ashmore X, Burke AB, McKellar AB, Lajko X, Steele X, Quinn X.

Motion by Lajko seconded by Steele to accept the agenda as presented. All Approved

Pause on approving meeting minutes from 9/2/2025 to allow more time for review.

New Business- N/A

Old Business:

1. **Update on CIB Consultant-** Max has requested an update from CIB before each of our meetings and did not receive that in time. The deal is moving along. There is grant funding available that can be allocated differently than we thought, in our favor. We are likely able to start demolition by the end of this year. Clarity that OHM invoices are in fact, CIB and that they were acquired about 2 months ago. They are preparing an RFQ for release to Potential Developers.

Communications/Marketing Update:

- Business coffees continues to be a success with well attended.
- The food truck will no longer be serving at Workshop Brewing.
- Village Cafe has been strong in business, even with J&S coming into town.
- The Rock has the highest number of children enrolled to date. Santa Comes to The Rock: December 6th
- Quinn's auto is open and strong!
- New vet in town, partnered with Brookside
- QR code will be delivered to the park this week to advertise for downtown businesses
- Trunk or Treat on Halloween in Kingsley. Hot dogs and chips, open to the public!

Reports from the Board:

1. Village Council-Charlie asked for feedback on the zoning administrator turn-round-time. It is not up to the standard of what we want. It is a part-time job currently. Charlie proposed a joint DDA/Zoning position that would look differently and be full-time, where costs would be shared as a "dual position." A couple of questions arose: who would they report to and would it be a conflict of interest? Will this be sub-contracted, or straight payroll. This will continue to be a discussion. RRC will be completed by December. DDA has a bill due for this that needs to be paid. Previously discussed Kacey taking over the billing for the DDA; Charlie estimates she should be able to take on some of this work a soon as next month.
2. Township Board/PC- 425 agreement is currently paused by developers (Escalante Group) due to zoning issues with Paradise Township. Since the board is so close to finishing this agreement, they will finish this to have it in place for this project or future interest.
3. Other-Charlie met with CIB/OHM about moving the gas line/sewer lines for future project.

Financial Reports- Reminder that Invoice from CIB/OHM, and UHY that need to be paid .

Motion by Anderson, seconded by Allman to pay Wade Trim invoice (to be reimbursed to Village of Kingsley) for $371.46.

Role Call: Allman Y, Anderson Y, Ashmore Y, Ascione Y, Lajko Y, Steele Y, Quinn Y. **All Approved.**

<u>Public Input-</u>

<u>Other-</u>

Motion by Lajko seconded by Allman **to go into CLOSED SESSION @ 6:09p to discuss potential real estate purchase.**

CLOSED SESSION

Out of Closed Session @ 7:11p

Motion by Quinn seconded by Lajko seconded by to adjourn @ 7:15p

WADE TRIM
10850 East Traverse Highway, Suite 2260, Traverse City, MI 49684
231.947.7400 • 800.482.2864 • www.wadetrim.com

INVOICE

Terms: Net 30 Days
1.5% Per Month After 30 Days
18% Annual Rate
ACH payments accepted. Send inquiries to remit@wadetrim.com

Remit Payment To: Wade Trim, 25251 Northline Road, Taylor, MI 48180

Attention: Charlie Jetter
Village of Kingsley
207 S. Brownson Avenue
PO Box 208
Kingsley, MI 49649

Invoice : 3040468
Invoice Date : 8/26/2025
Project : KIN101425C
Project Name : Kingsley General Services 2025

For Professional Services Rendered Through 8/1/2025

		Current Billings
002 - Water		371.46
Multiplier Labor	371.46	

	Fee	Available	Billings To Date	Billings Previous	Billings Current
CPM - CPM	5,622.36	0.00	5,622.36	5,622.36	0.00
006 - Paradise Meadows					

Current Billings	371.46
Amount Due This Bill	371.46

Sent
8-5-2025

Invoice

DATE:	8/5/2025
INVOICE #	08052025-1
Customer ID	DDA

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

BILL TO:
Downtown Development Authority
P.O. Box 207
Kingsley, MI 49649

SERVICE ADDRESS
108 Dennis St.

DATE DUE
Now

CONTACT	P.O. #	P D	TAX ID	F.O.B.	SERVICE TYPE
Charlie Jetter					

DATE	DESCRIPTION		PAYMENT	TOTAL
8/5/2025	Progressive AE RRC Certification (50%)			$ 22,982.50

SUBTOTAL	$	22,982.50
TAX RATE		0.000%
TAX	$	-
S & H	$	-
OTHER	$	-
TOTAL	**$**	**22,982.50**

Other Comments or Special Instructions

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

Project: KIN101425C - Kingsley General Services 2025			Invoice: 3040468

002 - Water

Multiplier Labor

Class / Employee	*Date*	*Hours*	*Amount*
Engineer I			
Nathan C Smith	7/2/2025	2.00	221.90
	Utility map for the SW corner of M-113 & S. Brownson.		
Project Manager			
Garth Bogart	7/2/2025	1.00	149.56
	Utility map for the SW corner of M-113 & S. Brownson		
	Total Multiplier Labor		***371.46***
Total Bill Task: 002 - Water			**371.46**

Total Project: KIN101425C - Kingsley General Services 2025 **371.46**

Village of Kingsley DDA
207 S. Brownson Ave.
P.O. Box 208 Kingsley,
MI 49649

CLIENT STATEMENT

Client Number: 1076626
Statement Date: 09/30/25

Date	Invoice #	Engagement No.	Description	Invoice Amount	Payment	Balance
08/18/25	550458692	55016025	Customer Invoice	4,800.00		4,800.00
			Financial Statement Services		Sub-Total:	4,800.00

Account Balance	4,800.00

AR Aging	Balance	0 - 30 Days	31 - 60 Days	61 - 90 Days	Over 90 Days
	4,800.00	0.00	4,800.00	0.00	0.00

REMIT TO:
OHM Advisors
34000 Plymouth Road
Livonia, MI 48150
T 734.522.6711
F 734.522.6427
OHM-Advisors.com

OHM Advancing Communities®

INVOICE

Village of Kingsley
Attn: Max Anderson
3755 Lake Pleasant Road
Kingsley, MI 49649

Invoice Date: 09/29/2025
Invoice #: 94013
Project: 8356250001

Project Name: Redevelopment Project Management

CIB Project #LS-45-2025A
Contract $57,689.00
CIB Billed $11,034.00
Remaining Bal $46,655.00

Email to: maxa@myhonorbank.com

For Professional Services Rendered Through: September 13, 2025

Fee Services

	Contract Amount	Percent Complete	Fee Earned	Prior Billings	Current Billings
Professional Services	$46,655.00	25.00%	$11,663.75	$10,264.10	$1,399.65
	$46,655.00		**$11,663.75**	**$10,264.10**	**$1,399.65**

Invoice Total **$1,399.65**