



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

**SPECIAL MEETING**

**1/14/2026 Time: 5:30P**

Meeting called to order at 5:31p by DDA President / Chair Max Anderson

**Roll Call:** Allman Y, Anderson Y, Ascione Y, Ashmore Y, Burke Y, McKellar Y, Lajko Y, Steele Y, Quinn Y.

Marc entered at 5:36p

Ryan entered at 5:38p

Amendment to Agenda: Add three topics under NEW BUSINESS: Flower Shop Property, Vacant Land Update, Market Study.

**Motion by Allman seconded by Lajko** to accept agenda as amended. All Approved.

**Motion by Steele seconded by Lajko** to approve DDA Special Meeting Minutes from October 15<sup>th</sup>, 2025 and October 15<sup>th</sup>, 2025 CLOSED Session and All Approved

New Business:

1. Election of Officers:

**Lajko motioned, seconded by McKellar** to keep Max Anderson on as DDA President. All Approved.

**McKellar motioned, seconded by Lajko** to keep Michael Ascione on as DDA Vice Chair. All Approved.

**Anderson motioned, seconded by Ashmore** to keep Marc McKellar on as Treasurer. All Approved.

**Stacy motioned, seconded by Steele** to keep Jess Ashmore as Secretary. All Approved.

## 2. Budget Approval

Note: The TIF check for 2025 has now been deposited, so the balance of the bank account is approximately \$65K greater.

Reviewed balance and statements. Two outstanding checks still out there for RRC and Rodney Bogart. Increased Accounting line item from \$4500 to \$6000 to allow for inflation. We will need to account for the \$1000 purchase of vacant lot. Before approving, we also need to discuss the DDA director's position and snow removal contract.

**Motion by McKellar, seconded by Allman** to approve budget with the following amendments: to add approved \$1000 vacant land purchase and if approved, the snow removal contract costs. Additionally, McKellar will be removing the \$22,982.50 for RRC costs already paid.

**Roll Call:** Allman Y, Anderson Y, Ascione Y, Ashmore Y, Burke Y, McKellar Y, Lajko Y, Steele Y, Quinn Y.

## 3. Banking Resolution

**Motion by McKellar, Seconded by Allman** to have Ashmore type up resolution to approve the bank account move from Forest Area Federal Credit Union to Huntington and assigned Anderson and McKellar as signers. Anderson has been assigned to initiate this process. All Approved.

## 4. Village Snow Removal

Contract presented by Charlie Jetter with costs to clear snow within the DDA Limits. McKellar questioned the ordinance that the Village has currently and whose responsibility this is. McKellar found a case study he shared that may apply to this situation and would like to explore this further. It is suggested by McKellar we put some limits in place in terms of hours billed and inches when the snow is removed. The weigh-in on this is it is hard to predict, and snow is unpredictable based on the year. Lajko shared comments from DDA business owners and Dr. Burke who is a local business owner, shared his opinions. Several members agreed to assign an up-to amount for budget purposes. DDA has also asked for tracking in the 2026 season so we can better predict and prepare for future years.

**Motion by McKellar seconded by Quinn** to approve a participation of sidewalk snow removal as proposed with the compensation section to pay no more than \$5000 annually without further approval from DDA. Add to contract that snow removal will be done at each

time of clearing. Anderson to execute contact. Budget will be adjusted accordingly.

**Roll Call:** Allman Y, Anderson Y, Ascione Y, Ashmore Y, Burke Y, McKellar Y, Lajko Y, Steele Y, Quinn Y. All Approved.

5. Village DDA Director Request

Potential for new position that could benefit the Village and DDA. There is a need for this in order to expand on zoning, community events and marketing. Charlie suggests this be a full-time position, replacing the part-time zoning position we currently have in place. There may be a grant available through rotary that would help towards this cost for up to 3 years. If we can get this grant, there won't be funds needed from DDA until year 2 ½. Charlie is asking for letter of support from DDA. Grant opportunity does not open until March.

**Motion by McKellar, seconded by Steele** to authorize Anderson to draft a letter of support without the commitment financial at this time.

6. Optimist Club Meeting (January 19, 2026)

Anderson extended an invitation to come hear him speak about the DDA project.

7. Flower Shop Property

Under contract by Land Bank on behalf of DDA and moving along.

8. Vacant Parcel

Anderson has spoken to Teri Beia about the purchase of the vacant property next to the flower shop, to sell to the DDA at a price of \$1000.

**Motion by McKellar, Seconded by Steele** to have McKellar and Anderson enter to negotiate and execute purchase for \$1000 from Terry Beia- contingent upon the Land Bank either purchasing the property or the DDA being able to incorporate the property into the greater land development.

**Roll Call:** Allman Y, Anderson Y, Ascione Y, Ashmore Y, Burke Y, McKellar Y, Lajko Y, Steele Y, Quinn Y.

9. Market Study

Land Bank found a portion of funds to do a market study. Land Bank can cover \$12,250 and asking DDA to fund \$6,000 just for commercial commitment of flower shop. \$18250 is the total. This will give us an idea of what would make sense to go there. A tool that will be used for potential developer

**Motion by McKellar, seconded by Allman** to approve the request of \$6000 and amend the budget to add line item: market study.

**Roll Call:** Allman Y, Anderson Y, Ascione Y, Ashmore Y, Burke Y, McKellar Y, Lajko Y, Steele Y, Quinn Y.

Old Business:

1. Update CIB/OHM Project

Anderson suggested we “name” this project. He is asking for thoughts and suggestions from the board. To discuss at the next meeting.

Communications-Presented by Jena:

- The Rock update
- Business Coffee
- Possibility that the Adam’s Fly may be returning
- Market update.

Reports from the Board:

1. Village Council- Submitted all paperwork for RRC! We should know soon. Trace Cakes looking at adding a bakery to her location and there may be a potential grant for her to do this.
2. Village PC-
3. Township Board-.
4. Township PC-
5. Other

Financial Reports: Budget and Statements reviewed.

Public Comment: Duane McGee plows for the county and spoke on the snow removal issue.

Other: - N/A

***Motion by McKellar seconded Allman by to adjourn at 7:08p All approved.***

2026-2027 Budget

Revenues	Proposed 2026-2027	
TIF GT County 2025 March 1, 2025-End of Feb. 2026	35,0000	
TIF Village of Kingsley from March 1, 2025-End of Feb. 2026 *Due September 2025 usually paid by December	40,000.00	
Balance in shares	Savings 302,875.28 Checking 19,348.88 (5,000.00) TOTAL 317,224.16	Approved option payment pending
<b>TOTAL REVENUES</b>	<b>369,241.66</b>	

Expenditures	Proposed 2026-2027	
Economic development	3,000.00	
DDA Consultant	6,000.00	
Professional fees	2,500.00	
Accounting	6,000.00	
Website/Advertising	3,000.00	
CIB-DDA land bank dev. consultant	34,991.25	
Farmers Market	7,500.00	
Option	5,000.00	
Land Purchase	1,000.00	
Snow Removal	5,000.00	
Market Study	6,000.00	
Land Bank expenses as needed	25,000.00	
Monies held in reserve	264,250.41	
<b>TOTAL EXPENDITURES</b>	<b>104,991.25</b>	

Snow Contract as referenced in minutes:

VILLAGE OF KINGSLEY  
KINGSLEY DOWNTOWN DEVELOPMENT AUTHORITY

SNOW REMOVAL SERVICES AGREEMENT

This Snow Removal Services Agreement (“Agreement”) is entered into by and between the Village of Kingsley, a Michigan municipal corporation (“Village”), and the Kingsley Downtown Development Authority, a public body corporate (“DDA”).

1. Purpose

The purpose of this Agreement is to provide for the removal of excessive snow buildup along curb lines within the Downtown Development Authority district in order to improve pedestrian safety, accessibility, and business access during winter months.

2. Scope of Services

The Village, through its Department of Public Works (DPW), agrees to provide snow removal services consisting of the removal of built-up or excessive snow accumulation along curb lines in the following areas:

- South Brownson Street (Main Street South to Blair Street)
- Main Street – North Side (West from N Brownson past Stag Dental)

The service area may be adjusted upon mutual agreement to accommodate business requests or future growth.

3. Service Determination

Snow removal shall be performed at the discretion of the Village DPW when snow buildup is deemed excessive or in response to reasonable requests from the DDA. DPW will clean snow build up at the same time the sidewalk is cleared.

4. Compensation

The DDA agrees to compensate the Village at a rate of \$65.00 per hour. The average time per event is anticipated to take one (1) to two (2) hours. Billing shall be based on actual time spent and will not exceed \$5,000 per year unless approved by DDA board.

5. Invoicing and Payment

The Village shall invoice the DDA for services rendered. Payment shall be made within a reasonable time following receipt of invoice.

6. Term and Termination

This Agreement shall commence upon execution and may be terminated by either Party with written notice.

7. Governing Law

This Agreement shall be governed by the laws of the State of Michigan.

Signatures

VILLAGE OF KINGSLEY

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

KINGSLEY DOWNTOWN DEVELOPMENT AUTHORITY

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_