

Village of Kalkaska
Downtown Development Authority

MINUTES OF A REGULAR MEETING HELD ON TUESDAY, JANUARY 7, 2020 IN THE VILLAGE COUNCIL CHAMBERS, 200 HYDE STREET, KALKASKA, MICHIGAN, 49646

1. **CALL TO ORDER:** The Village of Kalkaska Downtown Development Authority Regular Meeting was called to order by Chair Porteous at 5:00 P.M.

BOARD MEMBERS PRESENT: Porteous, Wales, Burgin, Johnson, Nevedal, Paryani, Roberts and Yost.

BOARD MEMBERS ABSENT: Ascione

PUBLIC PRESENT: Cash Cook (DDA Director), Gayenell Gentelia (Associate Director), James Smith, Jeni Patterson, Tim Ellis, Art Caden

2. **APPROVAL OF AGENDA:** Add Farmers Market Committee Update under Committee Reports (7E). Motion by Burgin, second by Paryani, to approve amended agenda. All Ayes, motion carried.
3. **APPROVAL OF MINUTES:** Motion by Burgin, second by Johnson, to approve the minutes from the December 3, 2019 Regular Meeting. All Ayes, motion carried.
4. **PUBLIC COMMENT:** None
5. **PRESENTATION:** None
6. **CORRESPONDENCE:** None
7. **COMMITTEE REPORTS**

A. DDA Director Update

- I. Kalkaska EDC is funding the Explore 131 North on behalf of the Kalkaska DDA in the amount of \$2000.

B. Associate Director Update

- I. We have received the signed Grant Agreement from the MEDC for the CDBG Grant.

C. MMS/RRC Committee Update

D. Finance Committee

- I. Modified AD contract to a 2 year contract vs 1 year. 3% increase in the first year, 2% increase for the 2nd year. Discussion on whether to make a decision tonight when the contract was just handed out. Motion by Wales, second by Yost, to approve Gayenell's contract. A roll call vote was taken: Ayes – Johnson, Paryani, Wales, Yost, Porteous, Nevedal, and Roberts; Nays – Burgin; Absent – Ascione. Motion Carried.
- II. Motion by Johnson, second by Yost, to include an additional \$155/month with a total of \$210, beginning January 2020. This additional compensation will continue into the new contract. A roll call vote was taken: Ayes – Paryani, Wales, Yost,

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Porteous, Nevedal, Roberts and Johnson; Nays – Burgin; Absent – Ascione.
Motion Carried.

E. Farmers Market Committee

- I. Was a location more preferable – North of the Trout
- II. Thank you cards were sent out

8. CURRENT BUSINESS:

- A. **Bills:** Motion by Burgin, second by Yost, to authorize expenditures as presented. A roll call vote was then taken: Ayes – Burgin, Johnson, Paryani, Wales, Porteous, Nevedal, Roberts, Yost; Nays – None; Absent – Ascione. Motion carried.
- B. **Cash Balance and Revenue/Expenditure Reports:** Discussion on Revenue Expenditure Report. Motion by Burgin, second by Wales, to accept as presented. Motion carried on a voice vote.
- C. **Revenue & Expenditure Report** – Motion by Wales, second by Burgin, to approve Revenue & Expenditure reports as presented. Motion carried on a voice vote.
- D. Chair Porteous thanked Board, Cash, Gayenell, Scott and Harley for all the work in obtaining the CDBG Grant. Discussion on Public Event, which is being planned with the MEDC.


9. OLD BUSINESS – None

10. FOR YOUR INFORMATION: None

11. ADJOURN: Meeting adjourned at 5:17 PM by Chair Porteous.

Next Meeting – February 4, 2020 @ 5:00 p.m.

Recorded By: Gayenell Gentelia, Associate Director

Approved by OCA Board
02/04/2020


Village of Kalkaska

Downtown Development Authority

MINUTES OF A REGULAR MEETING HELD ON TUESDAY, FEBRUARY 4, 2020 IN THE VILLAGE COUNCIL CHAMBERS, 200 HYDE STREET, KALKASKA, MICHIGAN, 49646

1. **CALL TO ORDER:** The Village of Kalkaska Downtown Development Authority Regular Meeting was called to order by Chair Porteous at 5:00 P.M.

BOARD MEMBERS PRESENT: Porteous, Wales, Burgin, Johnson, Nevedal, Paryani, Roberts, Ascione and Yost.

BOARD MEMBERS ABSENT: None

PUBLIC PRESENT: Gayenell Gentelia (Associate Director), James Smith, Jeni Patterson, Kathy Sanborn

2. **APPROVAL OF AGENDA** Motion by Burgin, second by Johnson, to approve agenda as presented. All Ayes, motion carried.

3. **APPROVAL OF MINUTES:** Motion by Burgin, second by Paryani, to approve the minutes from the January 7, 2020 Regular Meeting. All Ayes, motion carried.

4. **PUBLIC COMMENT:** None

5. **PRESENTATION:** None

6. **CORRESPONDENCE:** None

7. **COMMITTEE REPORTS**

A. **DDA Director Update**

B. **Associate Director Update**

C. **MMS/RRC Committee Update**

D. **Projects & Promotions**

8. **CURRENT BUSINESS:**

A. **Bills:** Motion by Burgin, second by Wales, to authorize expenditures as presented. A roll call vote was then taken: Ayes – Johnson, Paryani, Wales, Yost, Porteous, Nevedal, Roberts, Ascione, Burgin; Nays – None; Absent – None. Motion carried.

B. **Cash Balance:** Discussion on Revenue Expenditure Report. Motion by Burgin, second by Wales, to accept as presented. Motion carried on a voice vote.

C. **Revenue & Expenditure Report** – Motion by Burgin, second by Wales, to approve Revenue & Expenditure reports as presented. Motion carried on a voice vote.

D. **Discussion on Relocation of the DDA** – Wales met with owner of Neon Plaza. It's a neat idea of the DDA having its own location. DDA's can purchase or lease property. Funds available to pursue. Do we need a committee to pursue? Ad-Hoc DDA Office

Committee will be created with Nevedal, Wales, Yost and Porteous. Will determine when first meeting will be scheduled.

9. **OLD BUSINESS** – None

10. **FOR YOUR INFORMATION:** None

11. **ADJOURN:** Meeting adjourned at 5:11 PM by Chair Porteous.

Next Meeting – March 3, 2020 @ 5:00 p.m.

Recorded By: Gayenell Gentelia, Associate Director

Village of Kalkaska

Downtown Development Authority

MINUTES OF A REGULAR MEETING HELD ON TUESDAY, MARCH 3, 2020 IN THE VILLAGE COUNCIL CHAMBERS, 200 HYDE STREET, KALKASKA, MICHIGAN, 49646

1. **CALL TO ORDER:** The Village of Kalkaska Downtown Development Authority Regular Meeting was called to order by Chair Porteous at 5:00 P.M.

BOARD MEMBERS PRESENT: Porteous, Wales, Burgin, Johnson, Nevedal, Paryani, Roberts, Ascione and Yost.

BOARD MEMBERS ABSENT: None

PUBLIC PRESENT: Cash Cook (Executive Director), Gayenell Gentelia (Associate Director), James Smith, Kathy Sanborn, Vivian Berger

2. **APPROVAL OF AGENDA** Motion by Johnson, second by Wales, to approve agenda as presented. All Ayes, motion carried.
3. **APPROVAL OF MINUTES:** Motion by Johnson, second by Wales, to approve the minutes from the February 4, 2020 Regular Meeting. All Ayes, motion carried.
4. **PUBLIC COMMENT:** None
5. **PRESENTATION:** None
6. **CORRESPONDENCE:** None
7. **COMMITTEE REPORTS**

A. DDA Director Update

- I. The Blue Fish Learning Center is receiving a Business Development Grant from the Kalkaska EDC to expand their Learning Center, including Camp License for the Summer Camp.

B. Associate Director Update

- I. Construction at Railroad Square will begin March 10, 2020
- II. National Trails Day Event Discussion

C. MMS/RRC Committee Update

8. **CURRENT BUSINESS:**

- A. **Bills:** Motion by Burgin, second by Paryani, to authorize expenditures as presented. A roll call vote was then taken: Ayes – Johnson, Paryani, Wales, Yost, Porteous, Nevedal, Roberts, Ascione, Burgin; Nays – None; Absent – None. Motion carried.
- B. **Cash Balance:** Discussion on Revenue Expenditure Report. Motion by Burgin, second by Wales, to accept as presented. Motion carried on a voice vote.
- C. **Revenue & Expenditure Report** – Motion by Burgin, second by Paryani, to approve Revenue & Expenditure reports as presented. Motion carried on a voice vote.

9. **OLD BUSINESS** – None

10. **FOR YOUR INFORMATION:**

- A. Porteous post regarding Nico's on Facebook discussion.
- B. Curious regarding the relocation for the DDA
 - I. Researching several different locations
 - II. Executive Director and Associate Director will research locations and bring to the Committee.
 - III. Discussion on possible funding sources

11. **ADJOURN:** Meeting adjourned at 5:14 PM by Chair Porteous.

Next Meeting – April 7, 2020 @ 5:00 p.m.

Recorded By: Gayenell Gentelia, Associate Director

Village of Kalkaska

Downtown Development Authority

MINUTES OF A REGULAR MEETING HELD ON TUESDAY, MAY 5, 2020
HELD REMOTELY VIA ZOOM MEETING DUE TO GOVERNOR'S STAY-AT-HOME ORDER

1. **CALL TO ORDER:** The Village of Kalkaska Downtown Development Authority Regular Meeting was called to order by Chair Porteous at 5:00 P.M.

BOARD MEMBERS PRESENT: Porteous, Wales, Burgin, Johnson, Nevedal, Paryani, Ascione and Yost.

BOARD MEMBERS ABSENT: Roberts

PUBLIC PRESENT: Cash Cook (Executive Director), Gayenell Gentelia (Associate Director) and James Smith

2. **APPROVAL OF AGENDA:** Add Railroad Square Update to Presentation. Motion by Burgin, second by Ascione, to approve agenda as amended. All Ayes, motion carried.
3. **APPROVAL OF MINUTES:** Motion by Burgin, second by Wales, to approve the minutes from the March 3, 2020 Regular Meeting. All Ayes, motion carried.
4. **PUBLIC COMMENT:** None

5. **PRESENTATION:** Railroad Square Update
 - A. April 13 EO, permitted Road Construction. VM contact c2ae to contact
 - B. Curb and Sidewalk may start next week
 - C. Underground Storage Tank found in front of Trend Services
 - I. On rght of way, now Village Owned
 - II. Process is very in-depth and we are following
 - III. GCES managing
 - IV. Northern A1 is doing the work
 - D. Trying to keep area open for McLeans Bulk Area
 - E. Incident of vandalism
 - I. Turning on lights
 - II. Have a photo cell camera to be able to monitor
 - F. Size of Tank – 1000 gallons
 - G. GTC will start on Friday
 - H. Maple Street may be done by June
 - I. Office is closed
 - I. Must have appointment to enter building
 - II. Working on changes for when we re-open building

6. **CORRESPONDENCE:** None

7. COMMITTEE REPORTS

- A. **DDA Director Update**
 - I. Will discuss MITTIN Project later

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- II. Update on Downtown Block
 - a. Sale of Cornell's Building
 - i. Site Plan approved
 - ii. Consumption Center and Retail Center for Marijuana
 - iii. A place to consume marijuana in an edible or smoking fashion, no alcohol is allowed
 - b. Will they have food
 - i. At this time there is no plan
 - ii. They have room to expand
 - c. Boat dealer building will be a micro-business / processing center
 - d. Flowers
 - i. Trying to determine how to plant and place planters on the streetscape
 - ii. Flowers arrive last week of May
 - e. Kellogg Foundation has not responded regarding continuing the sponsorship this year

B. Associate Director Update

- I. Census 2020 – encourage friend, family and meeting participants to participate. The census will determine our LMI status and we don't want to have to redo the survey again as we did a couple of years ago.

C. MMS/RRC Committee Update

D. Farmers Market Update

- I. We met today
- II. Mike Oosterhart submitted his Letter of Resignation. Committee Chair read his resignation letter to the Board
- III. Renee Penny will be new Farmers' Market Host
- IV. Bob would like to step away from the committee
- V. Rochelle will be Chair, Molly will join the committee
- VI. MIFMA recommendations and Requirements from Governor's EO's
 - a. Gloves – Food Handler Gloves (Michael Ascione)
- VII. Discussion on Complying with Executive Orders
- VIII. Motion by Wales, second by Johnson, to hire the Conservation District to manage the Farmers' Market with Renee Penny as Market Host for the 2020 Season in the amount of \$100 per market and \$50 for cancelled market. A roll call vote was taken: Ayes – Burgin, Johnson, Payani, Wales, Yost, Porteous, Nevedal, Ascione; Nays – None; Absent – Roberts. Motion Carried.

E. Explore 131 North Update

- I. Marketing Tourism or not, social media hiatus
- II. Marketed Census
- III. In 8 months we have 10,000 followers
- IV. Funding from upcoming year from the Kalkaska EDC for Kalkaska's membership

8. CURRENT BUSINESS:

- A. **Bills:** Motion by Burgin, second by Paryani, to authorize expenditures as presented. A roll call vote was then taken: Ayes – Johnson, Paryani, Wales, Yost, Porteous, Nevedal, Ascione, Burgin; Nays – None; Absent – Roberts. Motion carried.

- B. **Cash Balance:** Discussion on Revenue Expenditure Report. Motion by Burgin, second by Nevedal, to accept as presented. Motion carried on a voice vote.
- C. **Revenue & Expenditure Report** – Motion by Burgin, second by Wales, to approve Revenue & Expenditure reports as presented. Motion carried on a voice vote.
- D. **Consider Adopting Resolution of Support 2020-001 – MITTIN Project/BUILD Grant:** Motion by Wales, second by Johnson, to adopt Resolution of Support 2020-001 – MITTIN Project/BUILD Grant. Discussion on project. A roll call vote was taken: Ayes – Paryani, Wales, Yost, Porteous, Nevedal, Ascione, Burgin, Johnson; Nays – None; Absent – Roberts. Motion Carried.
- E. **Discussion on Honoring Our Seniors:** Send info to Village Attorney. Cash will reach out to Kingsley. AD will continue checking into what the Senior Parents Group is doing.

9. **OLD BUSINESS** – None

10. **FOR YOUR INFORMATION:** None

11. **ADJOURN:** Meeting adjourned at 6:16 PM by Chair Porteous.

Next Meeting – June 2, 2020 @ 5:00 p.m.

Recorded By: Gayenell Gentelia, Associate Director

Village of Kalkaska
Downtown Development Authority

MINUTES OF A REGULAR MEETING HELD ON TUESDAY, JUNE 2, 2020
HELD REMOTELY VIA ZOOM MEETING DUE TO GOVERNOR'S STAY-AT-HOME ORDER

1. **CALL TO ORDER:** The Village of Kalkaska Downtown Development Authority Regular Meeting was called to order by Vice-Chair Johnson at 5:01 P.M.

BOARD MEMBERS PRESENT: Wales, Burgin, Johnson, Nevedal, Paryani, Ascione, Roberts and Yost.

BOARD MEMBERS ABSENT: Porteous

PUBLIC PRESENT: Cash Cook (Executive Director), Gayenell Gentelia (Associate Director) and James Smith

2. **APPROVAL OF AGENDA:** Motion by Burgin, second by Wales, to approve agenda as presented. All Ayes, motion carried.
3. **APPROVAL OF MINUTES:** Motion by Burgin, second by Wales, to approve the minutes from the May 5, 2020 Regular Meeting. A voice vote was taken: Ayes – Seven (7); Nays – None; Abstention – One (1); Absent – One (1). Motion carried.
4. **PUBLIC COMMENT:** None
5. **PRESENTATION:** None
6. **CORRESPONDENCE:** None
7. **COMMITTEE REPORTS**

A. DDA Director Update

- I. Excited about upcoming meeting with Land Conservancy and Soil Conservation District this Thursday. Gosling Czubek will be there, too.
- II. Crossing location discussion
 - a. Will it come to a public forum
 - b. Yes, required for DNR grant
- III. Planters discussion
 - a. Frost advisory delayed process
 - b. Benches are placed
 - c. Planters ready for tomorrow's planting of flowers

B. Associate Director Update

- I. McLean's Hardware access with road construction discussion
- II. Match on Main Grant Discussion

C. New Business Concept

- I. Molly has been making flyers and have been meeting with each business one-on-one
- II. Businesses are asking if they can place seating out in the front of their buildings
- III. Kal-Ho will be putting out tables in the back alley outdoors
- IV. Municipal Lot will have more utilization

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- V. DDA new project discussion
 - a. DDA should look into improving the alley behind Cedar Street
 - b. Remove 3 phase lighting
 - c. Upgrade water and sewer
 - d. Village abandon the alley way and transferring to the property owner
- VI. Discussion on the entire district
- VII. Streetscape discussion
- VIII. c2ae discussion
- IX. Cook, Yost and Wales will have a discussion with c2ae regarding alleyway feasibility
- X. Update on Storage Tank

D. Farmers Market Update

- I. Would like to rebrand Farmers' Market
- II. New draft logo shared
- III. We will move to the new logo this week.
- IV. Do we need to redo signs, may wait until we get further into the season

8. CURRENT BUSINESS:

- A. **Bills:** Motion by Burgin, second by Paryani, to authorize expenditures as presented. A roll call vote was then taken: Ayes – Johnson, Paryani, Wales, Yost, Roberts, Nevedal, Ascione, Burgin; Nays – None; Absent – Porteous. Motion carried.
- B. **Cash Balance:** Discussion on Revenue Expenditure Report. Motion by Burgin, second by Ascione, to accept as presented. Budget Discussion Motion carried on a voice vote.
- C. **Revenue & Expenditure Report** – Motion by Burgin, second by Wales, to approve Revenue & Expenditure reports as presented. Motion carried on a voice vote. Add Annual Pay to Associate Director Invoice
- D. **Consider Re-engaging the Website Committee:** Nevedal has a background in internet marketing. Would like to start the conversation to brush up the website. Burgin would like to engage a third-party contractor. Vice-Chair will re-engage the website committee. Committee will consist of the following members: Nevedal (Chair), Roberts (appointed by Vice Chair Johnson) Gentelia will meet with committee and present an overview of the current website.

9. OLD BUSINESS –

A. Railroad Square Update

- I. Curb and gutter installed, sidewalk, street grade is in gravel
- II. Paving will start the week of June
- III. Will also pave Elm and Oak
- IV. Grand Traverse Construction will begin removing eaves from museum

10. FOR YOUR INFORMATION: None

- A. Library is opening for limited services on June 8
 - I. Curbside pick-up and delivery in the county
- B. Kalkaska Skate Park committee is doing a Can Drive, you can donate your bottles and cans to help raise funds

11. ADJOURN: Meeting adjourned at 6:00 PM by Vice-Chair Johnson.

Next Meeting – July 7, 2020 @ 5:00 p.m.

Recorded By: Gayenell Gentelia, Associate Director

Village of Kalkaska
Downtown Development Authority

MINUTES OF A REGULAR MEETING HELD ON TUESDAY, JULY 7, 2020
HELD REMOTELY VIA ZOOM MEETING DUE TO GOVERNOR'S STAY-AT-HOME ORDER

1. **CALL TO ORDER:** The Village of Kalkaska Downtown Development Authority Regular Meeting was called to order by Vice-Chair Johnson at 5:00 P.M.

BOARD MEMBERS PRESENT: Wales, Burgin, Johnson, Nevedal, Paryani, Ascione, Roberts and Yost.

BOARD MEMBERS ABSENT: Porteous

PUBLIC PRESENT: Cash Cook (Executive Director), Gayenell Gentelia (Associate Director) and James Smith

2. **APPROVAL OF AGENDA:** Motion by Burgin, second by Roberts, to approve agenda as presented. All Ayes, motion carried.
3. **APPROVAL OF MINUTES:** Motion by Burgin, second by Roberts, to approve the minutes from the May 5, 2020 Regular Meeting. A voice vote was taken All Ayes. Motion carried.

4. **PUBLIC COMMENT:** None

5. **PRESENTATION:**

- A. All Hands on Deck

- I. Ask for assistance for All Hands on Deck Big Fish Party
- II. Invited businesses to participate
- III. Intention to bring over dunk tank
- IV. Barricade old Village office lot
- V. Looking for funding
 - a. Asking for \$1500
 - b. Motion by Yost, second by Wales, to provide \$1500 for the event
- VI. Positive results from last year
 - a. >150 for the movie
 - b. Very hot day which limited the amount of time people were out during the day
- VII. Businesses are in and want to have this event
- VIII. Would like to see more people downtown
- IX. Will support the skate park
- X. Social Distancing Guidelines
 - a. Will pass along the guidelines
 - b. Post signs for CDC Guidelines
- XI. A roll call vote was taken: Ayes – Burgin, Johnson, Paryani, Wales, Yost, Nevedal, Roberts, Ascione; Nays – None; Absent – Porteous. Motion Carried.

6. **CORRESPONDENCE:** None

7. **COMMITTEE REPORTS**

A. DDA Director Update

- I. Compliment and thank you for the quick return on the requests from the last meeting

B. Associate Director Update

- I. Hager Consulting transfer to Emily Pantera

C. Farmers Market Update

- I. Downtown Stroll in the month of July during the Farmers' Market
 - a. Scavenger Hunt
 - b. Damien played music
- II. Great job to the community
- III. Great graphics and marketing

D. Website Committee Update

- I. Website Demo
- II. Recommendations to the Board
 - a. Switch site to Word Press
 - b. First year free
 - c. Purchase premium, which includes event calendar
 - d. \$120/year
 - e. \$89/year for calendar
 - f. URL fee ~\$10/year
 - g. Website committee would be responsible for complete maintenance of the website
- III. Shutdown the current Downtown website as of August 1st
- IV. Motion by Yost, second by Wales, to transition to the Word Press hosted by Go Daddy website and add yearly community calendar. A roll call vote was taken: Ayes – Johnson, Paryani, Wales, Yost, Nevedal, Roberts, Ascione, Burgin; Nays – None; Absent – Porteous. Motion Carried.

8. CURRENT BUSINESS:

- A. **Bills:** Motion by Burgin, second by Wales, to authorize expenditures as presented. A roll call vote was then taken: Ayes – Paryani, Wales, Yost, Roberts, Nevedal, Ascione, Burgin, Johnson; Nays – None; Absent – Porteous. Motion carried.
- B. **Cash Balance:** Discussion on Revenue Expenditure Report. Motion by Burgin, second by Wales, to place on file. Motion carried on a voice vote.
- C. **Revenue & Expenditure Report** – Motion by Burgin, second by Wales, to approve Revenue & Expenditure reports as presented. Motion carried on a voice vote.

9. NEW BUSINESS:

- A. **Consider Approval of Memorandum of Understanding – Kalkaska Conservation District Pertaining to Farmers' Market:** Motion by Burgin, second by Wales, to approve Memorandum of Understanding with the Kalkaska Conservation District to host the Kalkaska Farmers' Market. A roll call vote was taken: Ayes – Wales, Yost, Nevedal, Roberts, Ascione, Burgin, Johnson, Paryani; Nays – None; Absent – Porteous. Motion Carried
- B. **Consider Approval of Contract for South Boardman River Boardwalk/Trailhead on US 131:** Motion by Yost, second by Wales, to approve contract with Gosling Czuback for the North Branch Boardman River Boardwalk and have DDA Chair sign contract if approved. Discussion: pedestrian and bicycle. Contract is only for Phase I; product we will receive is preliminary layout and boardwalk routing. Preliminary cost for construction and permitting for boardwalk and layout to trailhead, (Village Property). A

roll call vote was taken: Ayes – Yost, Nevedal, Roberts, Ascione, Johnson, Paryani, Wales; Nays – Burgin; Absent – Porteous. Motion Carried

- C. **Consider Approval of Streetscape Proposal from C2AE:** Motion by Yost, second by Wales, to approve Streetscape Proposal from C2AE and have DDA Chair sign contract if approved. Discussion: Streetscape from 5th Street to Mile Road; toned down streetscape; green belt; adding trees; continue lighting theme, but spaced out and traffic calming; meeting with business owners and a Public Meeting for community input. Will also include Old M-66 route from Cedar Street to Hyde Street. Completion dependent on when we can schedule Public Meeting. A roll call vote was taken: Ayes – Nevedal, Roberts, Ascione, Burgin, Johnson, Paryani, Wales, Yost; Nays – None; Absent – Porteous. Motion carried.
- D. **Consider Approval of Downtown Alley Concept Plan Development Proposal from C2AE:** Motion by Yost, second by Wales, to approve Downtown Alley Concept Plan Development Proposal from C2AE and have DDA Chair sign contract, if approved. Discussion: Masterplan for taking overhead utilities and placing underground. Eliminate alley to automobile traffic and make pedestrian only. 2 Public Meetings: Business Owners and Residents. Village Council has the authority to vacate the alleyway. We will receive Conceptual Design. Will utilize the municipal lot and keep the alleyway clean. A roll call vote was taken: Ayes – Roberts, Ascione, Burgin, Johnson, Paryani, Wales, Yost, Nevedal; Nays – None; Absent – Porteous. Motion carried.

10. **OLD BUSINESS –**

A. **Railroad Square Update**

- I. Walls going up on the pavilion
- II. Walls will begin on clock
- III. Paving schedule to minimize the impact to McLeans
- IV. There will be some striping on Elm to take a look at test to see how parking will be designed.

11. **FOR YOUR INFORMATION:**

- A. Carnival is working with Health Department to ensure it is safe.

12. **ADJOURN:** Meeting adjourned at 6:07 PM by Vice-Chair Johnson.

Next Meeting – August 4, 2020 @ 5:00 p.m.

Recorded By: Gayenell Gentelia, Associate Director

Village of Kaskaska
Downtown Development Authority

MINUTES OF A REGULAR MEETING HELD ON TUESDAY, AUGUST 4, 2020
HELD REMOTELY VIA ZOOM MEETING DUE TO GOVERNOR'S STAY-AT-HOME ORDER

1. **CALL TO ORDER:** The Village of Kaskaska Downtown Development Authority Regular Meeting was called to order by Chair Porteous at 5:00 P.M.

BOARD MEMBERS PRESENT: Porteous, Wales, Burgin, Johnson, Nevedal, Paryani, Ascione, Roberts and Yost.

BOARD MEMBERS ABSENT: None

PUBLIC PRESENT: Cash Cook (Executive Director), Gayenell Gentelia (Associate Director), Loyd Harrell, Nick Blasko, Aaron Popa and James Smith

2. **APPROVAL OF AGENDA:** Prior to approval of agenda, Village President Wales informed the Board that per Executive Order, when participating in public meetings remotely, all approvals must be made via a Roll Call Vote. Motion by Burgin, second by Wales, to approve agenda as presented. A roll call vote was taken: Ayes – Burgin, Johnson, Paryani, Wales, Yost, Porteous, Nevedal, Roberts, Ascione; Nays – None; Absent – None. Motion carried.
3. **APPROVAL OF MINUTES:** Motion by Burgin, second by Wales, to approve the minutes from the July 7, 2020 Regular Meeting. A Roll Call vote was taken; Ayes –Johnson, Paryani, Wales, Yost, Porteous, Nevedal, Roberts, Ascione, Burgin; Nays – None; Absent – None. Motion carried.
4. **PUBLIC COMMENT:** None
5. **PRESENTATION:** None
6. **CORRESPONDENCE:** None
7. **COMMITTEE REPORTS**

A. DDA Director Update

- I. New Director Housing North, working on the MISHDA scoring which is lopsided towards urban vs. rural
 - a. Where is she located, Traverse City
 - b. Yarrow Brown

B. Associate Director Update

C. Farmers Market Update

- I. We are moving forward with Project Fresh and Senior Fresh
- II. Online Ordering for Farmers Market
- III. Asking for approval under New Business

8. **CURRENT BUSINESS:**

A. **Bills:** Motion by Burgin, second by Johnson, to authorize expenditures as presented. A Roll Call vote was taken; Ayes –Johnson, Paryani, Wales, Yost, Porteous, Nevedal,

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Roberts, Ascione, Burgin; Nays – None; Absent – None. Motion carried.

- B. **Cash Balance:** Discussion on Revenue Expenditure Report. Motion by Burgin, second by Wales, to place on file. A Roll Call vote was taken; Ayes – Wales, Yost, Porteous, Nevedal, Roberts, Ascione, Burgin, Johnson, Paryani; Nays – None; Absent – None. Motion carried.
- C. **Revenue & Expenditure Report** – Motion by Burgin, second by Paryani, to approve Revenue & Expenditure reports as presented. A Roll Call vote was taken; Ayes – Yost, Porteous, Nevedal, Roberts, Ascione, Burgin, Johnson, Paryani, Wales; Nays – None; Absent – None. Motion carried.
- D.

9. NEW BUSINESS:

- A. **Meeting Time Discussion:** Chair Porteous requesting to change meeting time to 6:00 PM. Discussion: Why? To make easier for those who work closer to 5:00. Current time works. Motion by Wales, second Paryani to change time to 6:00. Discussion: Concerned with the manner on how it was brought up. Neutral on it, Paryani. 5 or 6 works for Ascione. Porteous is required to be in the office until 5:00 PM and makes it difficult for him to attend 5:00 meeting. Would it negatively affect anyone if it is change to 6:00? Nevedal – 6:00 makes the night harder and prefers 5:00 works better. A 5:00 meeting is better in February vs. 6:00 (during the winter months). Roberts is fine with 6:00 if it makes it easier for others. Is fine either way. Johnson is scheduled until 5:30, but her employer has been able to make it work, but prefers 6:00. Don't want to move meeting to 6:00 and then have to move it back to 5:00 or not have members to come to meeting. Porteous will be resigning. A Roll Call vote was taken; Ayes – None; Nays – Nevedal, Roberts, Ascione, Burgin, Johnson, Paryani, Wales, Yost, Porteous; Absent – None All Ayes. Motion Failed.
- B. **Village President Concerns:** Last month circulated email to several departments regarding Railroad Square maintenance and usage. Appearance of Village, snow removal, grass cutting, etc. Attracting Economic Development. Design of RR Square is designed beyond the capability of equipment Village currently has in place. Looking to purchase proper equipment. Streetscape continuation increasing maintenance. Tractor - \$60,000 zero-turn - \$7,000. Budget amendment for capital expenditure for equipment. Equipment for Public Facilities Grant Program for USDA RD. We can qualify for a 65% payment (35% payment match). Surplus Revenue needs to be spent, this would be in line with DDA Master Plan. Other seasonal maintenance discussion, types of equipment and cost. Should we discuss 3rd party contractors at a future date. High maintenance cost on current equipment. Purchase of equipment, Village would be responsible for the maintenance of equipment. Motion by Wales, second by Johnson, to purchase the zero-turn mower. Discussion: tractor is more of a need. Do we have a realistic idea in 30 days to look into grant? There is money in the DDA budget. Withdrawal of previous motion by Wales. Discussion on timeframe of USDA RD Grant and current DDA Budget. Motion by Yost, second by Nevedal to purchase Tractor and Zero-Turn Mower in the amount of \$65,794 & \$7200, total 72,994.00 and a stand-alone budget amendment be processed for the 2020/21 DDA Budget. A roll call vote was taken: Ayes – Nevedal, Roberts, Ascione, Burgin, Johnson, Paryani, Wales, Yost, Porteous; Nays – None; Absent – None. Motion Carried.
 - I. **By-Laws** – Board holds an annual meeting to elect executive member. Re-activate the By-Laws committee to revisit the current bylaws and update as necessary
- C. **Consider Approval of Opening a New Account of Online Ordering at Farmers Market:** Motion by Wales, second by Paryani. One host site to place the orders and
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that order needs to be deposited to one bank account. Advantage to order online up to the day before the Farmers' Market. Curb-side pick-up. Discussion on feasibility and responsibility. Multiple people have been requesting this service. Have we had direct outreach with those who are doing it? Gentelia to invite Market Host and other Farmers' Market hosts that utilize the program. Tabled to the next DDA Board meeting

- D. **Consider Approval of Creating an Account for an Online Ordering App for the Farmers Market:** Tabled to next DDA Board meeting.
- E. **Consider Approval of Adding Project Fresh/Senior Fresh Program to the Farmers' Market:** Motion by Burgin, second by Johnson, to add Project Fresh/Senior Fresh Program to the Farmers' Market. Discussion: Program would benefit Senior Citizens, Low-Income Families and WIC recipients. Farmers' Market Host would administer the program. It would be implemented next year. Spoke with Auditor to discuss accounting process. A roll call vote was taken: Ayes – Roberts, Burgin, Johnson, Paryani, Wales, Yost, Porteous, Nevedal; Nays – None; Abstain – Ascione; Absent – None. Motion Carried.

10. **OLD BUSINESS –**

A. **Railroad Square Update**

- I. Public pavilion is coming along, tresses are up
- II. Clock Tower is being raised, 1 arch is in place
- III. Repairing some damage to the base course
- IV. Cut back one of the curbs in front of McLean's
- V. Managing pavilion
 - a. Create an ad-hoc committee Burgin to Chair
 - b. Follow-up findings at the next meeting

11. **FOR YOUR INFORMATION:**

- A. Porteous is resigning from the Kalkaska DDA
 - I. Motion by Wales, second by Yost, to accept Chair Porteous resignation from the DDA Board. A roll call vote was taken: Ayes – Ascione, Burgin, Johnson, Paryani, Wales, Yost, Porteous, Nevedal, Roberts; Nays – None; Absent – None. Motion Carried.
- B. New police Officer Scott Clark

12. **ADJOURN:** Meeting adjourned at 6:45 PM by Chair Porteous.

Next Meeting – September 1, 2020 @ 5:00 p.m.

Recorded By: Gayenell Gentelia, Associate Director

Village of Kalkaska
Downtown Development Authority

MINUTES OF A REGULAR MEETING HELD ON TUESDAY, SEPTEMBER 1, 2020
HELD REMOTELY VIA ZOOM MEETING DUE TO GOVERNOR'S STAY-AT-HOME ORDER

1. **CALL TO ORDER:** The Village of Kalkaska Downtown Development Authority Regular Meeting was called to order by Chair Johnson at 5:01 P.M.

BOARD MEMBERS PRESENT: Haller, Wales, Burgin, Johnson, Nevedal, Paryani, Ascione, Roberts and Yost.

BOARD MEMBERS ABSENT: None

PUBLIC PRESENT: Cash Cook (Executive Director), Gayenell Gentelia (Associate Director), Loyd Harrell, Nick Blasko, Aaron Popa and James Smith.

2. **APPROVAL OF AGENDA:** Motion by Burgin, second by Wales, to approve agenda as presented. A roll call vote was taken: Ayes – Burgin, Johnson, Paryani, Wales, Yost, Haller, Nevedal, Roberts, Ascione; Nays – None; Absent – None. Motion carried.
3. **APPROVAL OF MINUTES:** Motion by Burgin, second by Roberts, to approve the minutes from the August 4, 2020 Regular Meeting. A Roll Call vote was taken: Ayes – Johnson, Paryani, Wales, Yost, Haller, Nevedal, Roberts, Ascione, Burgin; Nays – None; Absent – None. Motion carried.
4. **PUBLIC COMMENT:** None
5. **PRESENTATION:** Introduction of new DDA Board Member Alison Haller
Serves on the KEDC Board and Brownfield (BRA)
Communications and Graphic Designs
Science
MSHDA
Marketing Director
6. **CORRESPONDENCE:** None

7. **COMMITTEE REPORTS**

- A. **DDA Director Update**

- I. Boardwalk Bridge
 - a. Gosling Czubak
 - b. 3 Bridges
 - c. Boardwalk Portion over wetland
 - d. Public Meeting Discussion
 - II. BUILD Grant Discussion

- B. **Associate Director Update**

- I. Steam Railroading Institute cancels 2020 season

- C. **Farmers Market Update**

- I. \$10/mo. for Mail Chip Account

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- a. Can be used for Business Network and Projects & Promotions
- b. Motion by Paryani, second by Burgin, up to \$200 annually for Mail Chip Account to be used for the Farmers Market and other DDA activities. A roll call vote was taken: Ayes – Paryani, Wales, Yost, Haller, Nevedal, Roberts, Ascione, Burgin, Johnson; Nays – None; Absent – None. Motion Carried

II. Move to New Business with guests

8. **CURRENT BUSINESS:**

- A. **Bills:** Motion by Burgin, second by Paryani, to authorize expenditures as presented. Cunningham Electric was work done to update GFI's for Christmas Decoration, but needed to be done so that Verizon can put up the 5G towers. Bill Cunningham sent invoice to us to let us now that work has been done, so we will void the check. A Roll Call vote was taken: Ayes – Wales, Yost, Haller, Nevedal, Roberts, Ascione, Burgin, Johnson, Paryani; Nays – None; Absent – None. Motion carried.
- B. **Cash Balance:** Discussion on Revenue Expenditure Report. Motion by Burgin, second by Paryani, to place on file. A Roll Call vote was taken: Ayes –Yost, Haller, Nevedal, Roberts, Ascione, Burgin, Johnson, Paryani, Wales; Nays – None; Absent – None. Motion carried.
- C. **Revenue & Expenditure Report –** Motion by Burgin, second by Roberts, to approve Revenue & Expenditure reports as presented. A Roll Call vote was taken: Ayes – Yost, Haller, Nevedal, Roberts, Ascione, Burgin, Johnson, Paryani, Wales, Yost; Nays – None; Absent – None. Motion carried.

9. **NEW BUSINESS:**

- A. **Consider Approval of Opening a New Bank Account for Online Ordering at Farmers Market:** Renee Penny, Market Host discusses Project/Senior Fresh and SNAP. Food Hub Program, Caitlin McSweeney-Steffes does this for Mancelona. Discussion on Food Hub Program/ Curb side pick-up. Market Host would administer the program. More business to the Farmers' Market and can expand the market for growth. Motion by Burgin, second by Yost, to open a new bank Account for Online Ordering at the Farmers Market. A Roll Call vote was taken: Ayes – Wales, Yost, Haller, Nevedal, Roberts, Ascione, Burgin, Johnson, Paryani; Nays – None; Absent – None All Ayes. Motion Carried.
- B. **Consider Approval of Creating a User Account for an Online Ordering App for the Farmers Market:** Motion by Burgin, second by Paryani to create an online User Account for an ordering application for the Farmers' Market. Cost is currently free, but it might change in the future. Created by Farmers by farmers and is used internationally. Can donate to the application, but we do not have to. A roll call vote was taken: Ayes – Haller, Nevedal, Roberts, Ascione, Burgin, Johnson, Paryani, Wales, Yost; Nays – None; Absent – None. Motion Carried.
- C. **Review Committee Members List:** Member list discussion

10. **OLD BUSINESS –**

- A. **Railroad Square Update**
 - I. **Going along famously**
 - II. **Roof going on to top of tower**
 - III. **Museum Parking Lots**
 - a. In disrepair, only 2” of pavement with lots of sand
 - b. Appoint an ad hoc committee to look at the parking lots for repairs

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- i. Yost, Paryani, Nevedal, Gentelia
- c. Friday is good for Rochelle

B. Website Update

- I. More work has been completed
- II. Should go live in another 2 weeks or so
- III. Would like to see the Community Calendar to take off
 - a. school events
 - b. library
 - c. all community events
- IV. One-stop shop for all things Kalkaska

11. FOR YOUR INFORMATION:

- A. September 17, 2020, 11:30 AM via Zoom – Planning & Zoning Lunch and Learn

12. ADJOURN: Meeting adjourned at 6:13 PM by Chair Johnson.

Next Meeting – October 6, 2020 @ 5:00 p.m.

Recorded By: Gayenell Gentelia, Associate Director

Village of Kalkaska
Downtown Development Authority

MINUTES OF A REGULAR MEETING HELD ON TUESDAY, OCTOBER 6, 2020
HELD REMOTELY VIA ZOOM MEETING DUE TO GOVERNOR'S STAY-AT-HOME ORDER

1. **CALL TO ORDER:** The Village of Kalkaska Downtown Development Authority Regular Meeting was called to order by Chair Johnson at 5:01 P.M.

BOARD MEMBERS PRESENT: Haller, Wales, Burgin, Johnson, Paryani, Ascione, Roberts and Yost (late).

BOARD MEMBERS ABSENT: Nevedal

PUBLIC PRESENT: Cash Cook (Executive Director), Gayenell Gentelia (Associate Director) and James Smith.

2. **APPROVAL OF AGENDA:** Motion by Burgin, second by Wales, to approve agenda as presented. A roll call vote was taken: Ayes – Burgin, Johnson, Paryani, Wales, Haller, Roberts, Ascione; Nays – None; Absent – Nevedal and Yost. Motion carried.
3. **APPROVAL OF MINUTES:** Motion by Burgin, second by Wales, to approve the minutes from the September 1, 2020 Regular Meeting. A Roll Call vote was taken: Ayes – Johnson, Paryani, Wales, Haller, Roberts, Ascione, Burgin; Nays – None; Absent – Yost and Nevedal. Motion carried.
4. **PUBLIC COMMENT:** None
5. **PRESENTATION:** None
6. **CORRESPONDENCE:** None
7. **COMMITTEE REPORTS**

A. DDA Staff Update

- I. Conversation with Christmas Decorations, 5 new lamp posts at Railroad Square. We'd like to add Christmas décor for \$310/ year. Motion by Burgin, second by Haller, to authorize \$310 for Christmas decorations at Railroad Square. A roll call vote was taken: Ayes – Wales, Haller, Roberts, Ascione, Burgin, Johnson, Paryani; Nays – None; Absent – Yost and Nevedal. Motion Carried.
- II. A call back from Bruce with SCORE and he is willing to schedule presentation again. Need Projects & Promotions to meet to discuss next Business Network Meeting.
- III. Remote Meetings may need to end do to the Michigan Supreme Court decision
 - a. State Legislature will be looking into passing a bill within the next week for Governor to sign

B. Finance Committee Meeting will need to be scheduled for early November

C. Send Doodle request for Projects & Promotions Meeting

8. **CURRENT BUSINESS:**

A. **Bills:** Motion by Burgin, second by Paryani, to authorize expenditures as presented. A

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Roll Call vote was taken: Ayes – Wales, Yost, Haller, Roberts, Ascione, Burgin, Johnson, Paryani; Nays – None; Absent – Nevedal. Motion carried.

- B. **Cash Balance:** Discussion on Revenue Expenditure Report. Motion by Burgin, second by Roberts, to place on file. A Roll Call vote was taken: Ayes –Yost, Haller, Roberts, Ascione, Burgin, Johnson, Paryani, Wales; Nays – None; Absent – Nevedal. Motion carried.
- C. **Revenue & Expenditure Report –** Motion by Burgin, second by Wales, to approve Revenue & Expenditure reports as presented. A Roll Call vote was taken: Ayes – Yost, Haller, Roberts, Ascione, Burgin, Johnson, Paryani, Wales, Yost; Nays – None; Absent – Nevedal. Motion carried.

9. NEW BUSINESS:

- A. **Consider Approving Expenditure for Graffiti Resistant Coating for Railroad Square Buildings:** This was brought up a few weeks ago due to monuments being graffitied and taken down. Motion by Yost, second by Burgin, to approve up to \$15,442.90 to have Graffiti Resistant coating on buildings at Railroad Square. Due to current environment, we would like to keep buildings nice A roll call vote was taken: Ayes – Wales, Yost, Haller, Roberts, Ascione, Burgin, Johnson, Paryani; Nays – None; Absent – Nevedal. Motion Carried.
- B. **Consider Approving Expenditure for New Christmas Tree at Railroad Square:** Due to the construction, we lost the Christmas tree. A Motion by Burgin, second by Yost, to approve up to \$1000 to purchase a tree and plant at Railroad Square. A roll call vote was taken: Ayes – Haller, Roberts, Ascione, Burgin, Johnson, Paryani, Wales, Yost; Nays – None; Absent – Nevedal. Motion Carried.

10. OLD BUSINESS –

- A. **Railroad Square Update**
 - I. Second underground tank had no soil contamination
 - II. Pictures of Clock Install
 - III. Covered Food Court area will be delivered the 1st week of November and installed fairly quickly
- B. **Website Update**
 - I. Link will be sent out soon for Board Members to test and troubleshoot
 - II. Community Calendar is important to keep updated
 - a. Events can be submitted and approved
 - b. Will look into linking it to the Facebook Page
 - III. Will go live sometime in October

11. FOR YOUR INFORMATION:

- A. Invitation for Property Owner/Business Owner Input Session

12. **ADJOURN:** Meeting adjourned at 5:40 PM by Chair Johnson.

Next Meeting – November 10, 2020 @ 5:00 p.m.

Recorded By: Gayenell Gentelia, Associate Director

Village of Kaskaska
Downtown Development Authority

MINUTES OF A SPECIAL MEETING HELD ON TUESDAY, NOVEMBER 10, 2020
IN THE INTEREST OF PUBLIC HEALTH, AS PERMITTED BY STATE LAW, THE MEETING WAS
HELD VIA ZOOM VIDEO CONFERENCE. ALL MEMBERS PARTICIPATED REMOTELY.

1. **CALL TO ORDER:** The Village of Kaskaska Downtown Development Authority Regular Meeting was called to order by Chair Johnson at 5:00 P.M.

BOARD MEMBERS PRESENT: Haller, Wales, Burgin, Johnson, Paryani, Ascione, Roberts, Nevedal and Yost.

BOARD MEMBERS ABSENT: None

PUBLIC PRESENT: Cash Cook (Executive Director), Gayenell Gentelia (Associate Director) and James Smith.

2. **APPROVAL OF AGENDA:** Motion by Burgin, second by Roberts, to approve agenda as presented. A roll call vote was taken: Ayes – Burgin, Johnson, Paryani, Wales, Haller, Roberts, Ascione, Nevedal, Yost; Nays – None; Absent – None. Motion carried.
3. **APPROVAL OF MINUTES:** Motion by Burgin, second by Wales, to approve the minutes from the October 6, 2020 Regular Meeting. A Roll Call vote was taken: Ayes – Johnson, Paryani, Wales, Yost, Haller, Nevedal, Roberts, Ascione, Burgin; Nays – None; Absent – None. Motion carried.
4. **PUBLIC COMMENT:** Dean Farrier in attendance with interest to possibly join the Board
5. **PRESENTATION:**
 - A. Gosling Czubek
 - B. Boardman River Boardwalk – North Country Trail Project Presentation
 - I. 300 ft. of Boardwalk
 - II. 800 ft. Forested Trail
 - III. Trailhead with small parking area
 - IV. 3 main crossings areas across
 - a. 25 – 40 ft. in length
 - b. Minimize impact to Natural Area
 - V. Boardwalk
 - a. Pre-fabricated and built out
 - b. Galvanized Steel frame
 - c. Performs very well in wetland area due to raised frame system
 - d. Lasts much longer than the traditional stick built system
 - e. Less maintenance
 - VI. Trail Head
 - a. 7 Parking Spaces with 1 ADA Parking
 - b. Connected to trail
 - c. Driveway on US-131
 - d. Currently property not owned by Village
 - VII. Funding
 - a. DNR Trust Grant

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- i. \$300,000 max
 - b. TC Energy
 - c. North Country Trail
 - d. Rotary Charities
 - e. Volunteer/Partnership
 - f. Labor In-Kind
- VIII. Cost includes (\$520,000 - \$555,000)
 - a. Engineering
 - b. 10% Contingency
 - c. Bid Process
 - d. Construction
- IX. Phase I
 - a. Conceptual Layout and Cost Estimates
 - b. TOPO Survey
 - c. Site Visits and Selection
- X. Phase II
 - a. Preliminary Engineering
 - b. Grant Application
 - c. Permit Discussions with Agencies
 - d. TOPO US-131 Parcel
 - e. Soil Borings
 - f. Refine Design
 - g. Project Cost & Budget
 - h. MNRTF Application (Due April 2021)
 - i. Fees: \$13,000
- XI. Lifespan - How long will it last
 - a. Decking – 30 – 40 years
 - b. Galvanized frame – lifetime
- XII. Motion by Yost, second by Wales, to proceed with Phase II with Gosling Czubak and authorize up to \$13,000 for expenditures. A roll call vote was taken: Ayes – Paryani, Wales, Yost, Haller, Nevedal, Roberts Ascione, Johnson; Nays - Burgin; Absent – None. Motion Carried.

6. **CORRESPONDENCE:** None

7. **COMMITTEE REPORTS**

A. DDA Staff Update

- I. The Zoom presentation with SCORE will change because they were hacked.

B. Website Committee Update

- I. Chair Nevedal would like to have Roberts become Chair of the committee
- II. Annual cost to maintain website is \$553.87. Requesting Board authorize funds to maintain. Motion by Yost, second by Burgin, to authorize up to \$600 to maintain the website. A roll call vote was taken: Ayes – Wales, Yost, Haller, Nevedal, Roberts, Ascione, Burgin, Johnson, Paryani; Nays – None; Absent – None. Motion Carried.

C. Farmers' Market Committee Update

- I. Customer and Vendor Feedback survey
- II. Meeting for a Marketing Meeting to plan for 2021

8. **CURRENT BUSINESS:**

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- A. **Bills:** Motion by Burgin, second by Yost, to authorize expenditures as presented. A Roll Call vote was taken: Ayes – Yost, Haller, Nevedal, Roberts, Ascione, Burgin, Johnson, Paryani, Wales; Nays – None; Absent – None. Motion carried.
- B. **Cash Balance:** Discussion on Revenue Expenditure Report. Motion by Burgin, second by Wales, to place on file. A Roll Call vote was taken: Ayes – Haller, Nevedal, Roberts, Ascione, Burgin, Johnson, Paryani, Wales, Yost; Nays – None; Absent – None. Motion carried.
- C. **Revenue & Expenditure Report** – Motion by Burgin, second by Wales, to approve Revenue & Expenditure reports as presented. A Roll Call vote was taken: Ayes – Nevedal, Roberts, Ascione, Burgin, Johnson, Paryani, Wales, Yost, Haller; Nays – None; Absent – None. Motion carried.

9. NEW BUSINESS:

- A. **Consider Approving Expenditure for North & South Museum Parking Lot Overage:** Discussion on the deterioration of parking lots. Group of DDA members took a look at the parking lots. Motion by Yost, second by Nevedal, to approve up to \$50,000 to pave the North & South Museum Parking Lot as part of the Railroad Square Project. A roll call vote was taken: Ayes – Roberts, Ascione, Johnson, Paryani, Wales, Yost, Haller, Nevedal; Nays – Burgin; Absent – None. Motion Carried.
- B. **Consider Re-Appointing Rochelle Nevedal to the DDA Board:** Term expires November 2020. A Motion by Wales, second by Yost, to recommend to the Village Council to re-appoint Rochelle Nevedal to the DDA Board. A roll call vote was taken: Ayes – Ascione, Burgin, Johnson, Paryani, Wales, Yost, Haller, Nevedal, Roberts; Nays – None; Absent – None. Motion Carried.
- C. **Consider Re-Appointing Alison Haller to the DDA Board:** Term she filled for 3 months expires in November 2020. Motion by Yost, second by Paryani, to recommend to the Village Council to appoint Alison Haller to a full term on the DDA Board. A roll call vote was taken: Ayes – Paryani, Wales, Yost, Haller, Nevedal, Roberts, Ascione, Burgin, Johnson; Nays – None; Absent – None. Motion Carried.
- D. **Consider Advertising for a New DDA Board Member with Board Member Burgin at End of Term Limit:** Advertise on Facebook, Website, and Kalkaska Review for a DDA Board Member Vacancy to fill. Motion by Yost, second by Wales, to authorize the cost of advertising in the local paper. A roll call vote was taken: Ayes – Wales, Yost, Haller, Nevedal, Roberts, Ascione, Burgin, Johnson, Paryani; Nays – None; Absent – None.
- E. **Discuss and Approve DDA Board Meeting Schedule for 2021:** Motion by Wales, second by Paryani, to choose the second Tuesday of the month after a major holiday and approve the DDA Meeting Schedule as follows: January 12, February 2, March 2, April 6, May 4, June 1, July 13, August 3, September 14, October 5, November 2, December 7, 2021. A roll call vote was taken: Ayes - Yost, Haller, Nevedal, Roberts, Ascione, Burgin, Johnson, Paryani, Wales; Nays – None; Absent – None.
- F. **Review Revised DDA By-Laws and Consider Approval: Motion by Wales, second by Yost to approve.** Discussion just a brush up of the By-Laws and to formalize election of Officers on an annual basis in December, after re-appointments and elections. A roll call vote was taken: Ayes – Haller, Nevedal, Roberts, Ascione, Burgin, Johnson, Paryani, Wales, Yost; Nays – None; Absent – None. Motion Carried.

10. OLD BUSINESS –

A. Railroad Square Update

- I. Railroad Crossing will not be completed this year
 - a. Contractual notice from Great Lake Central

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- b. Permit was applied 11 months ago
- c. Sent contract to Village with less than 10 days to sign
- d. Working on getting a meeting together with GLC to determine contract
- II. Railroad Square Fee Schedule Discussion
 - a. Will begin working with Projects & Promotions to set Fee Schedule
 - b. Food Truck Steering Committee has not met
- B. Website Update**
 - I. Updated in Committee Reports

11. FOR YOUR INFORMATION:

- A. SCORE Presentation for DDA Business Network, Wednesday, November 11, 5:30 PM via Zoom Conference.

12. ADJOURN: Meeting adjourned at 6:40 PM by Chair Johnson.

Next Meeting – December 1, 2020 @ 5:00 p.m.

Recorded By: Gayenell Gentelia, Associate Director

Village of Kalkaska
Downtown Development Authority

MINUTES OF A REGULAR MEETING HELD ON TUESDAY, DECEMBER 1, 2020
IN THE INTEREST OF PUBLIC HEALTH, AS PERMITTED BY STATE LAW, THE MEETING WAS
HELD VIA ZOOM VIDEO CONFERENCE. ALL MEMBERS PARTICIPATED REMOTELY.

1. **CALL TO ORDER:** The Village of Kalkaska Downtown Development Authority Regular Meeting was called to order by Chair Johnson at 5:00 P.M.

BOARD MEMBERS PRESENT: Haller, Wales, Johnson, Ascione, Roberts, Nevedal, Yost and Paryani (late).

BOARD MEMBERS ABSENT: None

PUBLIC PRESENT: Cash Cook (Executive Director), Gayenell Gentelia (Associate Director) and James Smith.

2. **APPROVAL OF AGENDA:** Motion by Wales, second by Ascione, to approve agenda. Discussion: Amend Agenda by removing the Presentation by C2AE and remove item 9d under New Business. A motion by Wales, second by Ascione, to approve agenda as amended. A roll call vote was taken: Ayes – Johnson, Wales, Haller, Roberts, Ascione, Nevedal, Yost; Nays – None; Absent – Paryani. Motion carried.
3. **APPROVAL OF MINUTES:** Amend Minutes as follows: Under Old Business, item A, strike “regarding” from the minutes, item number 12 Adjourn, meeting was adjourned at 6:40. Motion by Roberts, second by Wales, to approve the amended minutes from the November 12, 2020 Special Meeting. A Roll Call vote was taken: Ayes – Wales, Yost, Haller, Nevedal, Roberts, Ascione, Johnson; Nays – None; Absent – Paryani. Motion carried.
4. **PUBLIC COMMENT:** None
5. **PRESENTATION:** None
6. **CORRESPONDENCE:** None
7. **COMMITTEE REPORTS**

A. DDA Staff Update

- I. Engineer for Verizon 5G project
 - a. Antenna on Cedar Street
 - b. Postponing until late 2021 or early 2022
 - c. Expanding project to possibly install fiber optic to include the entire Village
- II. There are currently 2 choices
 - a. 186 – 800 frequency
 - b. ATI

B. Finance Committee

- I. Committee completed the review of the budget and made changes
- II. Committee is recommending the Board approves budget and send to Village Council for Approval
- III. Motion by Wales, second by Yost, approving the draft budget and sending to

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Village Council for Approval.

IV. Discussion:

- a. \$100 for insurance – Executive Director needs to have a Surety Bond per By-Laws
 - b. Water/Sewer – tried to estimate the cost at Railroad Square
 - c. Capital Outlay –
 - i. \$100,000 for Trailhead project
 - ii. \$50,000 for parking lots
 - iii. Streetscape Project and Alleyway Project
 - d. Website – based on Website committee estimate and some additional
 - e. Farmers Market is requesting an additional \$1,000 for a total of \$3,000
- V. Motion by Wales, second by Yost, to approve the amended budget and send to Village Council for Approval. A roll call vote: Ayes – Paryani, Wales, Yost, Haller, Nevedal, Roberts, Ascione, Johnson; Nays – None; Absent – None. Motion Carried.
- VI. Finance Committee is recommending a 5% increase vs. 2% for year 2 contracts of DDA Staff and amend their contract to reflect this change. Motion by Wales, second by Yost, to amend contracts for year 2 to a 5% increase vs. 2%.
- a. Increase in workload for this year
 - b. Additional 3 projects for the next year
 - c. Did their jobs during this pandemic and kept the flow of the job flow at Railroad Square Project going smoothly.
 - d. A roll call vote was taken: Ayes – Wales, Yost, Haller, Nevedal, Roberts, Ascione, Johnson, Paryani; Nays – None; Absent – None. Motion Carried.

C. Website Committee Update

- I. Chair Roberts did updates and worked on issue
- II. Will meet again on December 18
- III. Workable to do list and hope to go live by end of month

D. Farmers' Market Committee Update

- I. Teaming up with Projects & Promotions to do Downtown Strolls
 - a. Once a month
 - b. Give businesses time to plan their sidewalk sale
 - c. Music
- II. Marketing Meeting to plan for 2021 will continue

E. Projects & Promotions

- I. We met yesterday
- II. Discussed the Downtown Stroll
- III. Recommending a total of \$1,500 for the Downtown Stroll
 - a. 5 separate events
 - b. Music at each event
 - c. Prizes and giveaways
- IV. In the past, the Committee can operate at their discretion to utilize the funds allocated via budget. We will continue to follow this process.
- V. Discovery phase for a Fee Schedule for Railroad Square
 - a. Reaching out to other municipalities with Event Centers for their Fee Schedule for comparison
 - b. Also for the Food Truck Space

8. CURRENT BUSINESS:

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- A. **Bills:** Motion by Wales, second by Paryani, to authorize expenditures as presented. A Roll Call vote was taken: Ayes – Yost, Haller, Nevedal, Roberts, Ascione, Johnson, Paryani, Wales; Nays – None; Absent – None. Motion carried.
- B. **Cash Balance:** Motion by Paryani, second by Wales, to place on file. A Roll Call vote was taken: Ayes – Haller, Nevedal, Roberts, Ascione, Johnson, Paryani, Wales, Yost; Nays – None; Absent – None. Motion carried.
- C. **Revenue & Expenditure Report** – Motion by Wales, second by Yost, to approve Revenue & Expenditure reports as presented. A Roll Call vote was taken: Ayes – Nevedal, Roberts, Ascione, Johnson, Paryani, Wales, Yost, Haller; Nays – None; Absent – None. Motion carried.

9. NEW BUSINESS:

- A. **Consider Adopting Resolution 2020-002 – MITTIN Project/BUILD Grant:** We'd like to recommend the Village submit for the BUILD Grant in 2021. We did get some great feedback and was recommended that we apply again. A motion by Yost, second by Wales, to adopt Resolution 2020-002 – MITTIN Project/BUILD Grant and recommend to the Village Council to submit for the BUILD Grant in 2021 and have DDA Staff continue leading the project. A roll call vote was taken: Ayes – Roberts, Ascione, Johnson, Paryani, Wales, Yost, Haller, Nevedal; None; Absent – None. Motion Carried.
- B. **Review and Consider Approving DDA Capital Improvement Plan for 2021-2027:** As part of the RRC, the Capital Improvement Plan should be reviewed and updated on an annual basis. A motion by Yost, second by Wales, to approve the DDA Capital Improvement Plan for 2021-2027. A roll call vote was taken: Ayes – Ascione, Johnson, Paryani, Wales, Yost, Haller, Nevedal, Roberts; Nays – None; Absent – None. Motion Carried.
- C. **Review and Consider Approving FY2021/22 DDA Budget:** Was completed in agenda item 7
- D. **Elect 2021 Officers of the DDA Board:** Nominate Kim Johnson as Chair, John Roberts as Vice-Chair. Motion by Paryani, second by Yost, to nominate Kim Johnson for Chair and John Roberts for Vice Chair. A roll call vote was taken: Ayes - Johnson, Paryani, Wales, Yost, Haller, Nevedal, Roberts, Ascione; Nays – None; Absent – None.

10. OLD BUSINESS –

A. Railroad Square Update

- I. We did an overview of punch-list
- II. 99% done by the 18th of December
- III. A few items to deal with in the spring
- IV. GTC was great and very professional
 - a. Shutdown for 6 weeks and we are still on schedule
- V. We will have a walk-through next week for any other punch list items
- VI. Scott shared historical picture of Railroad Square
- VII. Update on GLC Contract, not necessary and we can move forward with sidewalks
- VIII. Floor treatment discussion and will bring to the Board at a later date if we need any additional funding, but currently looks like it will fit in the contingency budget
- IX. Clock Tower – if you see any lights out, please contact Gayenell, Scott or the Village Office
- X. Cedar Street light between Dresden and West Mile Road – decorations are out because Consumers Energy disconnected for a project and they forgot to come

back and re-connect. Working with Cunningham Electric and Consumers Energy to get re-connected.

XI. Discussion on Electronic Sign

B. Website Update

I. Updated in Committee Reports

11. FOR YOUR INFORMATION:

A. Friends of the Library Basket Fundraiser on Facebook

12. ADJOURN: Meeting adjourned at 6:04 PM by Chair Johnson.

Next Meeting – January 14, 2020 @ 5:00 PM

Recorded By: Gayenell Gentelia, Associate Director