

DOWNTOWN DEVELOPMENT AUTHORITY

MINUTES

AUGUST 10, 2016, 6:00 PM
COUNCIL CHAMBERS, CITY HALL

- I. CALL TO ORDER/TAKING OF ROLL/PLEDGE OF ALLEGIANCE** – The meeting was called to order at 6:03 p.m. Members present: Chairman Bruce MacDowell, Keith Mulder, Dave Jonas, Lise Mitchell, Bob Brown, Jason Barclay, Michael Fredericks, Chris Fata. Others Present: City Administrator Adam Smith and Assistant City Administrator Ameer King. Members Absent: Karl Glarner, Terrance Augustine, and Mayor Kalmin Smith.
- II. APPROVAL OF AGENDA** – Mrs. King asked to have an item added under VI. Staff reports B. Monthly Financial Statement. Mr. Mulder made a motion to approve the agenda as amended. Mr. Barclay supported the motion. Motion carried 8 to 0.
- III. BOARD OF DIRECTORS MINUTES** –
- A. Approval of the regular minutes for July 13, 2016 regular meeting** – Mr. Brown made a motion to approve the regular meeting minutes of July 13, 2016. Mr. Fredericks supported the motion. Motion carried 8 to 0.
- IV. PUBLIC COMMENT** –
- V. COMMITTEE REPORTS** – Mr. Mulder reported that the Organization Committee met with Mr. Gentilozzi to discuss the outdoor smoker and possible property swap. This will be discussed later on the agenda.
- VI. STAFF REPORTS**
- A. Financial transactions and bills** – Mr. Smith reviewed the financial transactions. Mrs. King asked the board for feedback on the layout of the report. The board requested additional detail be added and a total. Ms. Mitchell made a motion to approve the bills in the amount of \$4,342.35. Mr. Mulder supported the motion. Motion carried 8 to 0.
- B. Monthly financial statements** - Mr. Smith reviewed the financial statements. Our Finance Director is finalizing fiscal year 2016. The auditors will be in for a week beginning August 22, 2016. We will provide you the year end financials once they are completed. Mr. Mulder thanked the DDA board for its continued support of Music in The Park and Movies in The Park.
- VII. OLD BUSINESS** –
- A. 223. S. Bridge Street** – Property Appraisal – Chairman MacDowell turned the meeting over to Vice Chairman Keith Mulder. Mr. Mulder indicated that at the Organization Committee meeting, a possible property swap with Mr. Gentilozzi was discussed. Mr. Gentilozzi was interested in swapping property and tearing down a portion of the drive through. We have an estimate for \$3,000 to complete an appraisal with 4 components for the proposed property swap. Mr. Gentilozzi added he was not sure what he wanted to do at this point, however, he is moving the smoker under the drive through area. Mr. Jonas moved to table discussion on 223 S. Bridge Street property swap. Mr. Fredericks supported the motion. Motion passed 7 to 0 with Chairman MacDowell abstaining.
- Vice Chairman Mulder turned the meeting over to Chairman MacDowell.
- B. E. River Street Reconstruction** – Mrs. King indicated that there is an update in the packet on the E. River Street reconstruction. Mr. Smith added that there was a delay in the second trench drain assembly in the entrance of the library parking lot as Frontier Communications had not moved their utility lines. Work has begun on Phase II. The boat launch project has begun as well. The river will be lowered for that project.
- C. Parking Lot #10 (Preston’s Lot – W. Front St.) Entrances** – Mr. Smith reviewed the estimates that Public Service Director LaHaie put together. We budgeted \$25,000 in parking lot maintenance this year. The estimate is \$40,000. The unit prices are based on bids for projects we have going on right now. If the board would like to proceed with the project, we would ask our current contractors for prices. Mr. Brown moved to request staff move forward with installing drains and repaving all 3 entrances to Preston’s Parking lot at a not to exceed price of \$40,000. Mr. Barclay supported the motion. A roll call vote was taken. Motion carried 8 to 0.

Mr. Fata

Yes

Mr. Jonas

Yes

Ms. Mitchell

Yes

Mr. Brown	Yes	Mr. Mulder	Yes	Mr. Fredericks	Yes
Mr. Barclay	Yes	Mr. MacDowell	Yes		

D. Fountains by Island Park – Mr. Smith indicated that the City conducted a park and recreation survey as a component of updating the 5 year park and recreation master plan. One of the items that was identified in the community survey was the unacceptable appearance of the island. We assigned city staff to make the island a top priority to clean up. Our team did a phenomenal job. We now receive tenfold the amount of positive comments, which lead us to look into what more we could do. The water is very stagnant by the island and adding in a fountain on each end would help with weeds, algae and be aesthetically pleasing. We sought out a quote that's included in your packet. The estimate is \$13,213. We brought this to you for consideration. Mr. Fredericks added that he likes the idea of a fountain on each side of the bridge. The board would like the Design Committee to review.

VIII. NEW BUSINESS –

IX. PUBLIC COMMENT – None

X. BOARD OF DIRECTORS COMMENTS – Mr. Brown asked why the art project was set so far back from the sidewalk. Mr. Smith indicated that we wanted to ensure room for a landscaped area that would not interfere with the art itself.

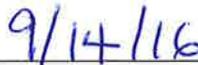
Mr. Fredericks apologized for missing the last 2 meetings. While in Pennsylvania every intersection is signed that you have to stop for pedestrians. Is that something we can do here in Michigan? Mr. Smith indicated that he will check with the police chief, but does not believe that it's a state law here as in other states.

Mr. Brown further added that his wife is the Vice Chairman of the historical committee and they are in jeopardy of not having a home tour this year. We have no homes yet. If you know neighbors or someone that might be available to be on the home tour, send him an e-mail.

XI. ADJOURNMENT – Mr. Mulder made a motion to adjourn the meeting at 7:41 p.m. Mr. Fredericks supported the motion. Motion carried 8 to 0.



Robert Brown, Secretary



Date Minutes Approved