

**VILLAGE OF KENT CITY  
DOWNTOWN DEVELOPMENT AUTHORITY MEETING  
SPECIAL MEETING  
Monday, April 19, 2010**

1. The meeting was called to order at 7:06 p.m. by Chairperson Ignasiak.  
  
Members present: Sally Anderson, Dean Anderson, Andrew Bostwick, Kathy Ignasiak, Sharon Olson and John Petruska.  
Member absent: Dave Lutz.  
Others present: Mary Portell, Appointed Secretary and Jim Rozema, P.E.
  
2. **Motion** by S. Anderson, 2<sup>nd</sup> by Olson to approve the March 22, 2010 minutes as presented.  
Vote: 7 Ayes: 0 Nays. Motion CARRIED
  
3. **Motion** by Bostwick, 2<sup>nd</sup> by Olson to approve the agenda as written.  
Vote: 7 Ayes; 0 Nays. Motion CARRIED
  
4. Public Comment: None.
  
5. Treasurer's Report – Sally Anderson  
The deposits as of 4/19/10 total \$216,049. We reviewed Sally's spreadsheet of expenses from 7/29/ 09 – 3/22/10. Clarification made that the amount of \$4,000 was paid to Consumers Power, not W&W. The amount of \$1,096.23 is no longer outstanding, and the amount of \$115.56 was paid to P&N to assist with the blueprint from Consumers.  
**Motion** by D. Anderson, 2<sup>nd</sup> by Bostwick to approve the treasurer's report.  
Motion CARRIED
  
6. Old Business
  - A. Review Bid Award – Jim Rozema  
Youngstrom Contracting is the low bidder - \$214,000.47. The award is after the Pre-Construction period. There is a 45-day period for the contracts to be completed. MDOT award is 2 weeks before the construction date. Youngstrom's bid is 2% higher than the estimates – mainly in the asphalt. The quantities in the bid tab are higher than expected usage. Youngstrom's references are favorable.  
  
Expenses on the website -  
TE Application - Revised CC will need to be reissued before we secure funding and the final award. Phase II design will begin after construction of Phase I.
  
  - B. Discuss Budget / Actual Expense Worksheet

Jim updated his Project Funding Summary information. Changes include: increase to resurface road & replace ramps, easements were reduced. Owner's contingency reflects items one and two. Inspection fees are determined how the contractor pours the curbs. \$125,000 to relocate the poles + \$12,000 to reconnect the businesses – information from John P. SBC relocation is a high estimate. The 2/2/10 Phase I – Revised Enhancement Application Budget was emailed to Mr. Smith, and he has not issued a revised conditional commitment letter but knows it should be coming.

Kathy would like to be transparent and have information on the website about the project. The budget, construction schedule.

2010 DDA Capture \$43,907 – this figure will be revisited when we get the 2010 taxable values from the Assessor – it is expected anytime.

Current invoice from W&W is \$242.50. We will continue the process of having the General Fund pay the invoices from W&W at the council's monthly meetings. (John Petruska arrived)

Consumers Power – problem with placing a pole behind the last 3 buildings on the west side of the street. There may be a solution to put the line under the concrete crosswalk. J & T Sales, Sierra and Mr. Puite will need to have their service up to code.

Easement & Property Acquisition – Ph-2 Could be more involved with easements – Shade structure in Grice's parking lot - should begin negotiating this. W&W is waiting for Consumer's design.

- easement documents and sketches can be prepared – either by W&W or Consumers Power.
- Phase II evaluations will be done for the easements.
- Easement for 31 S. Main Street has not been filed with the village. This is part of Ph-2 Enhancement Project so it could be done in 2011.

SBC Pole Relocation – 2 poles - concern about the 18" placement of the poles.

Design & Inspection Fees – most of this is for Cornelisse Design.

Terms of the contract for payment to MDOT.

Youngstrom's charges will come out Resurface Road & Replace Ramps (\$97,337) and Construction – curbs & approach (\$116,710).

Pay applications will come in from the contractor starting July 20<sup>th</sup>, W&W reviews it, forwards it on to MDOT, pays the contractor and then sends an invoice to the Village. ARRA requires pay estimates every 2 weeks.

Staging options will be discussed at the pre-con meeting. Saturday morning traffic at J & T Sales is a concern.

C. Review Important Dates Schedule

Council meeting dates were added to the proposed schedule.

A meeting time of 2:00 p.m. was added to the business/resident meeting on May 17<sup>th</sup>. The letter of invitation was reviewed and revisions made.

Kathy will sign it. She plans to also call the business owners.

D. Press Release

Press release was read aloud and revisions were made. This will be published in the Advance and posted in the Notice box.

7. New Business

Transparency for the budget will be on the website.

The meeting adjourned at 8:32 p.m.

Respectfully submitted,

Mary Portell, Appointed Secretary