

**DOWNTOWN DEVELOPMENT AUTHORITY
VILLAGE OF KENT CITY – SPECIAL MEETING
Monday - March 22, 2010
83 Spring Street, Kent City MI**

1. The meeting was called to order at 7:15 p.m. by Chairperson Ignasiak.

Members present: Sally Anderson, Dean Anderson, Andrew Bostwick, Kathy Ignasiak and John Petruska.

Members absent: Dave Lutz and Sharon Olson.

Others present: Mary Portell, Appointed Secretary.

2. **Motion** by S. Anderson, 2nd by Bostwick to approve the October 19, 2009 Special Meeting Minutes and the November 30, 2009 Joint Meeting minutes with no corrections.

Vote: 4 Ayes; 0 Nays. Motion CARRIED

3. **Motion** by Dean Anderson, 2nd by Sally Anderson to approve the agenda as presented.

Vote: 4 Ayes; 0 Nays. Motion CARRIED

4. Public Comment - None

5. Treasurer's Report – Sally Anderson

The deposit balances as of March 22, 2010 total \$250,645.98. Upon approval of payment of the bills that total \$34,900.38, the remaining balance will be \$215,745.60. Sally distributed a spreadsheet of expenses to date that total \$51,385.36.

Motion by S. Anderson, 2nd by Bostwick to approve payment of the bills for a total of \$34,900.38 (\$33,988.38 to General Fund and \$912.00 to Major Street).

Roll call Vote:

Ayes: S. Anderson, D. Anderson, Bostwick and Ignasiak.

Nays: None. Motion CARRIED

6. Old Business

Andrew gave an overview of the submittal of the Streetscape Project.

In December, the decision was made to go with a Phase I & Phase II project. The engineer, Jim Rozema, redrafted all the plans in January. MDOT gave them their review. The end of February, it went out for bid. The Notice of Bid (4 copies) was received at the village office on March 10th. Copies were given to Andrew Bostwick, John Petruska, Tom Pieper and Jim Rozema. Everything has been designed and the engineering work is primarily done. There was a meeting with

Consumers Power, and they have begun the process of designing relocation of the power pole plans which is expected to be done the end of this month.

April 2nd – Bids will be electronically downloaded at 10:30 a.m.

April 8th – Council Meeting.

April 15th - Pre-Construction Meeting at 9:00 a.m. at the Village

July 6th - Construction start date

Items to discuss with Jim Rozema, Williams & Works

- Who awards the bid to the contractor (MDOT and the Village)?
- Letter to business owners/residents in the Streetscape area inviting them to a meeting to answer questions how they will be impacted by the project and solutions for their concerns. Schedule meeting 6 weeks out. Give enough lead time so they can inform their customers. Signage (contractor or business owner)
- The detour is at Ball Creek & Muskegon in the bid specs but Jim Rozema is aware of truck traffic not making that turn and having them use M37. Will double check w/ Jim to see if he submitted the updated detour route.
- Press Release about the project (have to comply with the Conditional Commitment letter from MDOT – public announcement of this project prior to funding award will jeopardize our project receiving TE funds.)
- When we were working on the temporary construction permits, some of the business owners contacted the engineer directly to discuss concerns they had (foot traffic, etc.)
- Storage of equipment – want to keep the private parking lot downtown free of equipment to allow traffic to use that for access to the businesses on the east side of Main Street. (John Petruska arrived)
- John contacted Rich Kent but also suggested sending an email to Jeff Davis w/ the RR for storing equipment. Will need something in writing from Mr. Kent.
- Signage – a list of our barricades/signs was emailed to the engineer. Will check if those are adequate. John offered to contact the Sparta DPW if we need more.
- Can the Village notify contractors on our Bidder's list and provide them with the electronic bidding information – direct them to a web site? There is a provision for a local contractor to bid on a special (artistic item – bench) item.
- Andrew is driving the bus – he has been attending the council meetings.

7. New Business

Need to develop a plan for informing the businesses.

Determine who is responsible for what.

Schedule Monthly Meetings.

Prepare a List of Important Dates (when are the bids being let – hear about the funding).

Prepare a Budget for the project.

8. Schedule Next Meeting – Monday, April 19th at 7:00 p.m.

9. The meeting adjourned at 8:08 p.m.

Respectfully submitted,

Mary Portell, Village Clerk