

DOWNTOWN DEVELOPMENT AUTHORITY/MAIN STREET

CITY OF OTSEGO

January 13, 2020

7:30 A.M., Otsego City Hall

A Regular Meeting of the Otsego Downtown Development Authority (D.D.A.)/Main Street Board was held Monday, January 13, 2020.

Chairman Bennett called the meeting to order at 7:30 a.m. with the following members present: Ben Pobocik, Sue Cramer, Stacey Withee, and Kim Rayburn. Absent: Cyndi Trobeck, Scot Reitenour, Toby Esterline and Bruce Meles. Also present: Main Street Manager, Joel Saukas; City Manager, Aaron Mitchell; Finance Director/Treasurer, Matthew Storbeck; and Economic Development Director, Dave Rayman.

APPROVAL OF REGULAR MINUTES

Member Withee moved to approve the December 9, 2019, minutes, seconded by Member Pobocik. CARRIED

TREASURER'S REPORT

Finance Director Storbeck answered questions regarding banking charges. Member Pobocik moved to approve the December 2019, Treasurer's Report, seconded by Member Withee. CARRIED.

COMMITTEE CHAIR UPDATES

Chairman Bennett, Design Committee – Pavilion timeline and naming, and the upcoming EPA Meeting regarding the Kalamazoo River.

Main Street Manager Saukas, Promotional & Organizational Committee – no meeting.

Stacey Withee, EV Committee – she gave an update on the following: Small Business Saturday.

Member Esterline arrived at 7:44 a.m.

CONSIDERATIONS

A. APPROVAL OF CONSTRUCTION MANAGEMENT CONTRACT FOR GENERAL CONTRACTOR BRYAN WINN FOR THE RIVERFRONT PAVILION

City Manager Mitchell presented a contract that was prepared by the City's attorney. He commented that the contract outlines indemnification for Mr. Winn. Member Rayburn moved to recommend approval of the Construction Management Contract with Bryan Winn for construction of the pavilion, to the City Commission, as presented, seconded by Member Pobocik. CARRIED.

DISCUSSION ITEMS

A. SAFETY CONCERN FOR PEDESTRIANS AT M-89 CROSSWALK

City Manager Mitchell updated the Board on the final plans that MDOT has for the downtown pedestrian crossing, which included a new lighted pedestrian sign beside the traffic lights – pedestrians will have to push the crossing button for it to engage, and placement of new pedestrian signs before the intersection on Farmer Street. Member Esterline commented that MDOT was receptive and listened to the concerns. City Manager Mitchell stated that they are not ruling out the option of possibility of making it a “no turn on red”. City Manager Mitchell stated that MDOT is hoping for a June completion date for replacing the mast arms with the cables. A brief conversation

took place regarding who will be responsible for the costs of the new lights, electric use and the required materials.

Member Meles arrived at 7:48 a.m.

Member Esterline also commented that MDOT will be able to collect more data with the new light, making it easier to make better decisions in the future.

B. RIVERFRONT PAVILION LOCATION UPDATE

DPW Supervisor Mike Bosch explained that at the recent meeting with Wightman issues were found with the placement of the pavilion. He explained that when the plan was prepared initially the topographical “map” of the area was not factored in. A lengthy discussion took place regarding the advantages and disadvantages of potentially moving the pavilion, as suggested by Wightman. The following items were discussed: parking, retaining wall, amount of fill, ADA compliant, unknown storm drain placement, additional costs, appearance of the structure, Farmer’s Market vehicles, how it will affect the rest of the Riverfront Master Plan, visibility, splash pad and placement of a parking lot along the river. After much deliberation of the different options, it was the consensus of the Board to contact Main Street Director Saukas before tomorrow (1/14) before 5:00 p.m., with their recommendation on the placement of the pavilion. It was suggested that if anyone had questions, to contact Mike Bosch or Member Meles.

DDA/MAIN STREET MANAGER’S REPORT

Main Street Manager Saukas provided a written report and updates on the downtown businesses. He asked that the Board look at the new Marketing tool that he had published, and contact him with suggestions/corrections.

ECONOMIC DIRECTOR REPORT

Economic Development Director Dave Rayman provided a written report and an update on various businesses.

MEMBER COMMENTS

Member Cramer asked if there was any more information regarding the placement of a camera in the downtown. Chairman Bennett requested that the cost be investigated. City Manager Mitchell commented that Member Trobeck had contacted Consumers about possibly sponsoring the camera.

PUBLIC COMMENTS

City Manager Mitchell announced that Police Chief Misner begins work today.

The meeting was adjourned on a motion by Member Meles seconded by Member Rayburn.
8:47 a.m.

Angela M. Cronen, MMC
City Clerk