

DOWNTOWN DEVELOPMENT AUTHORITY/MAIN STREET
CITY OF OTSEGO
December 9, 2019
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, December 9, 2019.

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

APPROVAL OF REGULAR MINUTES

Member Pobocik moved to approve the November 11, 2019, minutes, seconded by Member Rayburn. CARRIED

TREASURER'S REPORT

Finance Director Storbeck gave an update of the Pavilion funding and where the funds were placed. He stated that the total was \$149,352.04, which includes the \$30,000, designated funds for the Pavilion Project. Member Pobocik moved to approve the November 2019, Treasurer's Report, seconded by Member Withee. CARRIED.

COMMITTEE CHAIR UPDATES

Main Street Manager Saukas, Promotional & Organizational Committee – he gave an update on the following: Website, and Work Plans – deletions and possible ideas for new work plans.

Stacey Withee, EV Committee – she gave an update on the following: Small Business Saturday which was held on November 30th, was well attended with approximately sixty seven people picking up bags.

Chairman Bennett, Design Committee – Pavilion Fundraiser, Ice Rink, Trees and Work Plans.

A discussion was held regarding the replacement of approximately ten to fifteen trees in the downtown. Member Pobocik made a motion to increase the tree budget by \$2,500, to replace all of the trees, seconded by Member Withee. CARRIED.

Member Meles arrived at 7:44 a.m.

CONSIDERATIONS

A. RIVERFRONT PAVILION TOPOGRAPHY & ENGINEERING BIDS, WITH
PRESENTATION BY DPW SUPERVISOR BOSCH

DPW Supervisor Bosch stated that the City's email server has been down and he had not received all of the quotes until just recently and that he is unable to print the bids. He reviewed the quotes that were received.

He explained that Wightman had submitted a bid which included the topographic survey (\$4,900); Architectural/Structural/Electrical Design (\$6,500); and Site Design/Grading Plan (\$8,550) for a total of \$19,950.00.

Summit Surveying – for the Topographic Survey - \$6,300.00

A lengthy discussion took place regarding what was needed to begin the pavilion. DPW Supervisor Bosch explained in detail what the topographic survey, architectural/structural/electrical design, and site design/grading plans included. He commented that the topographic survey was the first necessary step to get completed as soon as possible. Soil borings were waived at this time, but could be added if deemed necessary. DPW Supervisor Bosch answered questions of the Board.

Member Meles moved to accept the bids from Wightman for site engineering, including topographic engineering, no support.

Chairman Bennett commented that Bryan Winn had volunteered to be the general contractor at no cost. Mr. Winn will be contacted to confirm that he will be the General Contractor and then the Board will act upon it and then it will go to the City Commission for approval. City Manager Mitchell explained the necessary steps to move forward, with regards to the City Commission. It was the consensus that the Design Committee should make a recommendation to the DDA/MS Board and if approved, it will be taken to the City Commission.

At this time, DPW Supervisor Bosch left to obtain additional information.

DISCUSSION ITEMS

A. RIVERFRONT PAVILION FUNDRAISER UPDATE

Main Street Manager Saukas answered additional questions of the Board in regards to the monetary donations, which Finance Director had previously outlined in the Treasurer's Report. Member Meles commented that he wanted everyone to be aware that the \$150,000, includes \$30,000, from the DDA/Main Street budget. A lengthy discussion took place regarding additional future funding opportunities.

B. LACK OF SAFETY FOR PEDESTRIANS AT M-89 CROSSWALK

Member Esterline voiced his concerns regarding the safety at the crosswalks. He stated that "we can't wait for MDOT to do something, this has to be done to protect our people." City Manager Mitchell explained some of MDOT's reasoning and certain remedies that were discussed. City Manager Mitchell commented that he has a meeting on January 9th, with MDOT and he will voice everyone's concerns regarding the crosswalk safety. A lengthy discussion took place regarding enforcement, the way people drive, installing cameras, an additional police officer, and more police presence in the downtown.

Member Rayburn left at 8:47 a.m.

CONTINUATION RIVERFRONT PAVILION TOPOGRAPHY & ENGINEERING BIDS, WITH PRESENTATION BY DPW SUPERVISOR BOSCH

DPW Supervisor Bosch stated that the Site Design/Grading Plan that was presented by Wightman includes the entire area, which will set approximate elevations for the parking lots, amphitheater, and pedestrian bridge. This does not include shovel ready plans for these items.

Member Reitenour left at 8:48 a.m.

A discussion regarding the west parking lot, additional parking, the amphitheater, and the potential closure of Court Street.

Chairman Bennett stated that we need numbers for a shovel ready plan to begin. Member Pobocik commented that a decision needs to be made if the closure of Court Street is part of the plan. Main Street Manager Saukas commented that the Pavilion needs to be our priority because that is what the community is expecting.

Member Meles moved to authorize the acceptance of the bid from Wightman, as presented for an amount not to exceed \$19,895.00, seconded by Member Esterline. Yes – Bennett, Pobocik, Cramer, Withee, Esterline; No – None. CARRIED

Member Meles left at 9:02 a.m., did not vote on motion above.

C. CLOSURE OF FIRST BLOCK OF COURT STREET

This was briefly discussed during the bidding discussion

D. NATIONAL CONFERENCE

Main Street Manager Saukas stated that the National Conference is not a requirement and it is ok to skip a year. He indicated that this will save money and possibly he will go next year.

Member Pobocik left at 9:04 a.m.

DDA/MAIN STREET MANAGER'S REPORT

Main Street Manager Saukas provided a written report.

ECONOMIC DIRECTOR REPORT

Economic Development Director Dave Rayman provided a written report.

MEMBER COMMENTS

None.

PUBLIC COMMENTS

City Manager Mitchell announced that the City has a promotional advertisement playing at the M-89 Cinema, on the City Facebook Page, and on the City's website.

He gave an update regarding the small food pantry project that a student wanted to put within the City. He stated that he has a meeting scheduled with Christian Neighbors to find the best place for these small food pantries.

The meeting was adjourned on a motion by Member Withee seconded by Member Esterline.
9:07 a.m.

Angela M. Cronen, MMC
City Clerk